

**BELMONT CITY COUNCIL
and
BELMONT FIRE PROTECTION DISTRICT BOARD**

Belmont City Hall
One Twin Pines Lane, Belmont, CA



**AGENDA
Tuesday, January 28, 2014**

6:30 P.M. SPECIAL MEETING

NOTICE IS HEREBY GIVEN of a Special Meetings called under Government Code Section 54956

6:30 P.M. CLOSED SESSION
(Third Floor Conference Room)

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS

This is the public's opportunity to address the City Council on an item that will be considered in Closed Session. This agenda category is limited to 15 minutes, with a maximum of 3 minutes per speaker.

3. RECESS TO CLOSED SESSION

- A. Conference with Legal Counsel, Existing Litigation, under Government Code Section 54956.9(d)(1): City of Belmont Claim Against the County of San Mateo for Refund of Property Tax Administration Fees

4. 6:45 P.M. CONVENE STUDY SESSION

(City Council Chambers – Open to Public and Televised)

- A. Presentation of Economic & Housing Opportunities (ECHO II Study) – Strategic Economics

ACTION: **1) Motion to Direct Implementation of Case Study
 Recommendations
 2) Take other action**

Adjourn to Regular Meeting in Council Chambers

7:30 P.M. REGULAR MEETING
(City Council Chambers)

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. REPORT FROM CLOSED SESSION

4. SPECIAL PRESENTATIONS

- A. Promotion of Firefighter/Paramedic Jeff Thorne to Fire Training Captain

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

This agenda category is limited to 15 minutes, with a maximum of 3 minutes per speaker, and is for items of interest not on the Agenda. If you wish to address the hearing body, please complete a Speaker's Card and give it to the City Clerk. If you wish to express an opinion on a non-agenda item without addressing the Council/Board, please fill out a "Comment Form" and give to the City Clerk. The reading of the full text of ordinances and resolutions will be waived unless a Councilmember requests otherwise.

6. COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

7. AGENDA AMENDMENTS (if any)

8. CONSENT CALENDAR

Consent Calendar items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Council/Board, staff or public request specific items to be removed for separate action.

- A. Minutes of the Regular City Council Meeting of December 10, 2013
- B. Motion to Receive Monthly Financial Reports
- C. Resolution of the City Council Accepting Work and Authorizing the Issuance and Recordation of Notice of Completion to Intermountain Slurry Seal, Inc., for the 2013 Rubber Chip Seal and Slurry Seal Project, City Contract Number 2013-518
- D. Resolution of the City Council Approving the Filing of an Grant Application in the amount of \$550,000 for the C/CAG Priority Development Area (PDA) Planning Program and Approving Commitment of the Required Matching Funds Not to Exceed \$110,000
- E. Resolution of the City Council Authorizing the Mayor to Execute an Amended Joint Powers Authority Agreement with the San Mateo County Office of Emergency Services Organization
- F. Resolution of the City Council Approving a Service Agreement with Magis Advisors to Perform Services as Financial Advisor

- G. Resolution of the City Council Approving a Service Agreement with Quint & Thimmig LLP to Perform Services as Bond and Disclosure Counsel
- H. Motion Accepting the 2014-2015 Budget Calendar
- I. Resolution of the Belmont Fire Protection District Board Authorizing a Supplemental Appropriation to the Belmont Fire Protection District's FY 2014 Budget for Payment of CalPERS Legacy Obligations

ACTION: 1) Motion to approve the Consent Calendar.

9. HEARINGS (None)

10. OTHER BUSINESS (None)

11. COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

- A. Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments
- B. Verbal Report from City Manager

12. PUBLIC COMMENTS AND ANNOUNCEMENTS (if any)

For comments longer than 3 minutes or comments that could not be covered in the initial comment period.

13. MATTERS OF COUNCIL INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. No final policy action will be taken by Council/Board.

14. ADJOURNMENT



If you need assistance to participate in this meeting, please contact the City Clerk at 650/595-7413. The speech and hearing-impaired may call 650/637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, Suite 375, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.

Meeting televised on Comcast Channel 27, and webstreamed via City's website at www.belmont.gov



STAFF REPORT

Meeting Date: January 28, 2014

Study Session

Agency: City of Belmont

Staff Contact: Carlos de Melo, Community Development Department, (650) 595-7440
cdemelo@belmont.gov

Agenda Title: Presentation of Economic & Housing Assessment (ECHO) Phase II Belmont Case Study

Agenda Action: Motion to Direct Implementation of Case Study Recommendations

Recommendation

Receive a presentation regarding Belmont's Economic & Housing Assessment (ECHO) Phase II Case Study and provide direction to accept and implement the case study recommendations.

Background/Analysis

Belmont received a grant in 2011 that funded completion of this study and associated recommendations for the Belmont Villages area (See Attachment A). Belmont's Case Study was sponsored by the Grand Boulevard Initiative (GBI), which is a coalition of the cities, counties, and other stakeholders along El Camino Real. The GBI does not set policy, but rather provides a forum for jurisdictions along the corridor to coordinate policy.

The ECHO II case study recommendations provide context for the on-going efforts to review and complete the Belmont Villages Project. The authors of the case study, Strategic Economics and Friedman Tung Sasaki (FTS), will be making the presentation at tonight's Council meeting; a similar presentation was made (and well received) by the Planning Commission in October 2013.

As requested above, staff recommends the Council provide feedback on the case study and direct staff to incorporate the recommendations into policy documents for the Belmont Villages Project and other downtown Belmont revitalization efforts. As a first step towards implementation of the case study recommendations, the City Council will be considering another item on tonight's agenda. This item requests authorization to submit a grant application to the San Mateo City/County Association of Governments (C/CAG) for funding to complete a precise planning effort of the Belmont Villages Priority Development Area that will specifically look at development implementation strategies.

Subsequently at the February 11, 2014 meeting, the City Council will receive a comprehensive update on the Belmont Villages Project components (i.e. General Plan Element, Zoning, and Design Guidelines) and will be asked to confirm/authorize direction to staff for completion of those long range planning efforts.

Alternatives

1. Provide alternative direction regarding the Case Study recommendations.
2. Continue the matter to address questions, and/or requested information.
3. Take no action.

Attachments

- A. Grand Boulevard Initiative Economic & Housing Assessment (ECHO) Phase II – Belmont Case Study Recommendations
- B. Case Study Presentation (PowerPoint Slide Show)

Fiscal Impact

- ☒ No Impact/Not Applicable
- ☐ Funding Source Confirmed:

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other

Purpose:

- ☐ Statutory/Contractual Requirement
- ☒ Council Vision/Priority
- ☐ Discretionary Action
- ☒ Plan Implementation

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other

MEMORANDUM

Date: May 20, 2013

To: Carlos de Melo, City of Belmont
Ronny Kraft, SamTrans

From: Strategic Economics and Freedman, Tung and Sasaki

Project: Grand Boulevard Initiative Economic and Housing Assessment Phase II Case Study

Subject: Belmont Case Study Recommendations

INTRODUCTION & BACKGROUND

The City of Belmont has undertaken several initiatives over the past decade to create a lively, pedestrian-oriented downtown. In 2011, seeing value in obtaining outside assessment of the physical, financial and regulatory challenges associated with their efforts, the City applied to participate in the Grand Boulevard Initiative's (GBI) Economic and Housing Opportunities Assessment Phase II (ECHO II) Case Study process. These case studies are being completed as part of a U.S. Department of Transportation TIGER II planning grant received by the GBI. Lessons learned from the case studies will be integrated into an implementation guidebook for the entire El Camino Real corridor.

The goal of the case study is to identify the opportunities and barriers faced by the City in attracting new mixed use development to the City's downtown, and to recommend policies and strategies that can help the City advance its vision. The case study area was defined as a 60 acre area centered on the Ralston Avenue and El Camino Real intersection (Figure 1). To address the issues raised in the case study application, the consultant team completed an existing conditions analysis, a real estate market study and a policy audit of the draft Belmont Village Zoning regulations, as well as site visits, meetings with City staff and community outreach events. This memo synthesizes the findings of the prior analyses into key recommendations for the City.

The remainder of this introductory section describes Belmont's downtown planning efforts and summarizes the challenges identified by the City. The second section of the memo summarizes the existing conditions analysis, market study and policy audit. The analyses from these case study tasks are then distilled into key findings. The final section of the memo makes recommendations for next steps the City could take to continue its work in implementing the community's long-standing vision for the downtown.

The History of Belmont's Downtown Revitalization Initiatives

The City of Belmont has taken several approaches to redeveloping its downtown over the past decade. It is interesting to note that even as conditions have changed and the City has tried different approaches to revitalizing the downtown, many of the elements of the community's basic vision for its downtown have remained consistent over the years.

Vision Statement and Economic Development Strategy

The City's Vision Statement, adopted in 2003, articulates the importance of a town center that provides community gathering places as well as local shops and restaurants. The same year, the City developed an Economic Development Strategy that identifies the Ralston/El Camino Real/Old County Road intersection as an opportunity area and sets a goal to develop this location as a "vibrant and active downtown" with pedestrian friendly streets and a more attractive environment for shopping, dining and strolling. The document also establishes a goal of attracting apparel stores, specialty goods stores and upscale restaurants. In addition to retail, the economic development strategy recommends higher-density mixed use projects along Ralston Avenue and El Camino Real, with retail, office and residential uses.

Economic Development Target Sites

Since 2007, the City's Economic Development activities in the downtown area have focused on several target development sites—Firehouse Square, Emmett's Plaza and Belmont Station and Hill Street. Prior to its dissolution, economic development activities were led by the Belmont Redevelopment Agency, which held authority in the Los Costanos Redevelopment Area. Properties acquired by the Redevelopment Agency in Firehouse Square, Emmett's Plaza and Hill Street are now owned by the City of Belmont as the Successor Agency. Please see page 4 for a map of target sites.

Belmont Village Zoning

To encourage higher density, mixed use development in its downtown core, the City of Belmont is developing new Belmont Village Zoning (BVZ) development standards that will apply to an area that roughly corresponds to the case study area. The stated goal for the zoning policy is to "facilitate sustainable development of a vibrant downtown, while ensuring that the Village maintains and strengthens its unique character, historic roots and human scale." The regulations for the Belmont Village Zoning District will replace the City's 1990 Downtown Specific Plan. BVZ development standards and design guidelines are currently being reviewed by a committee composed of elected and appointed city officials, members of the business community, and representatives from the surrounding neighborhood associations.

Ralston Avenue Traffic Study

The Department of Public Works began a traffic study of the Ralston Corridor in 2012. The goal of the study is to develop recommendations to improve multi-modal operations along Ralston Avenue, with particular attention to the needs of pedestrians and cyclists, including both operational and capital improvements. The data collection, analysis and community engagement process are expected to take place in 2013.

Regional Planning Efforts

In addition to the current Grand Boulevard Initiative, the City of Belmont participated in several prior regional planning efforts that focused attention on Belmont's downtown. In 2003, the City worked with Project for Public Spaces on a plan for the Belmont Caltrain Station Area as part of the Peninsula Corridor Plan, a countywide effort led by the San Mateo County Economic Development Association (Samceda), the County of San Mateo and SamTrans. In 2006, the City participated in Transforming El Camino Real, an early effort of the Ground Boulevard Initiative that recommended

capital improvements such as pedestrian crossings and streetscape features on El Camino Real in the vicinity of Belmont's downtown and transit station.

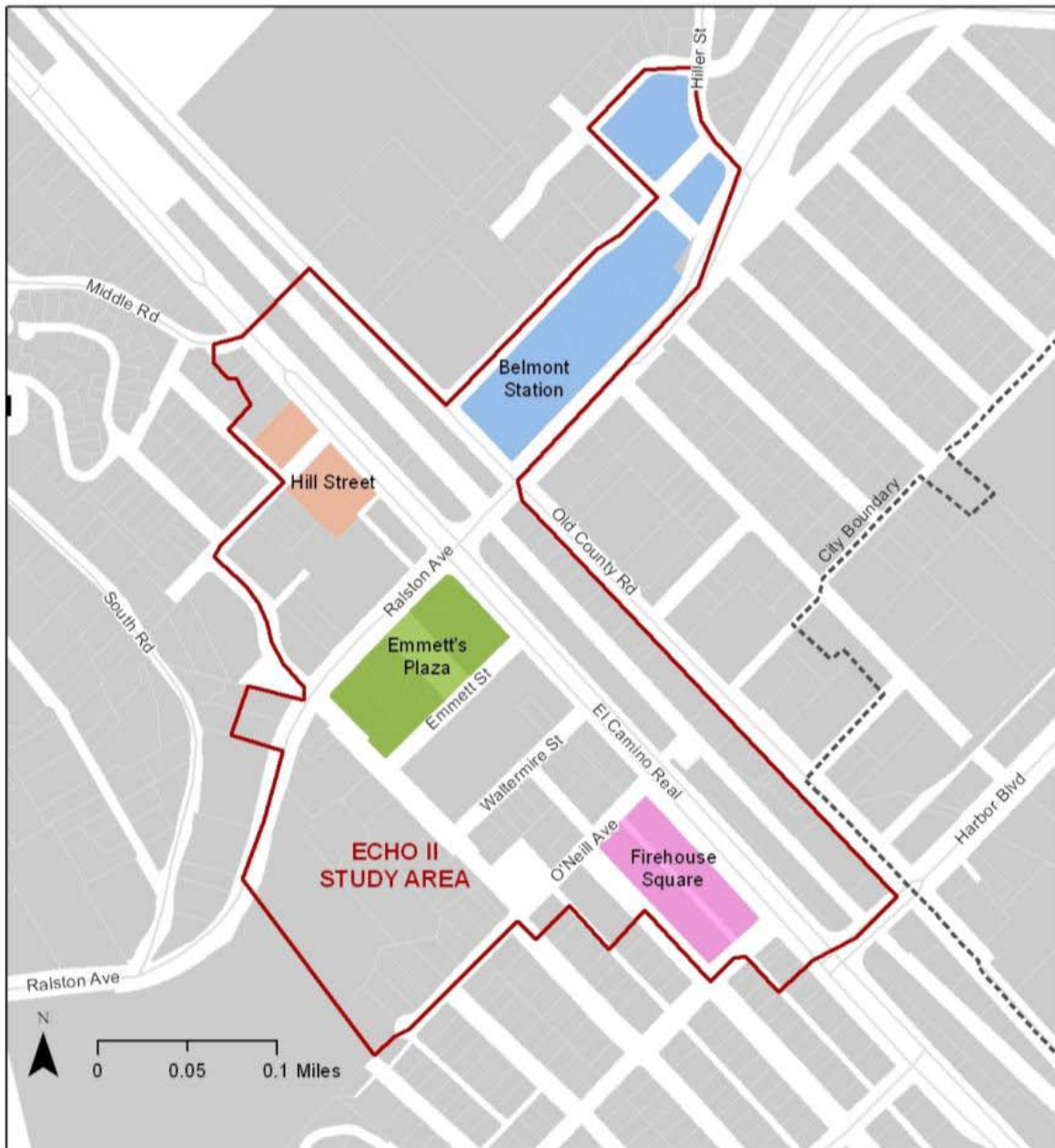
Recurring Challenges

Belmont's ECHO II case study application observes that, despite numerous City efforts, significant redevelopment of the corridor has been hindered by physical, financial and regulatory challenges. The key challenges identified in the City's application are summarized below.

- *Parcel ownership* is fragmented among multiple owners, and many parcels are small and irregularly subdivided. These circumstances make it unlikely that large-scale redevelopment can take place without consolidation of properties.
- *Infrastructure costs*. To enable intensification of development in the downtown core, the City will also need to finance infrastructure improvements, especially for the stormwater management system.
- *Fiscal concerns* place a high value on the City's limited supply of commercially zoned land, resulting in resistance to allowing housing in commercial districts.
- *Zoning restrictions*. Prospective property owners and developers may be deterred by the restrictive nature of Belmont's existing zoning policies. The Belmont Village Zoning regulations are an attempt to address this issue.
- *Community and political support* of new development is a critical factor in Belmont. In the past, community and political sentiment has resisted building heights above three stories.

As expressed in the City's case study application, it is hoped that the ECHO II case study will help to facilitate new discussion, stimulate creative solutions, and build support for additional City efforts focused on the downtown.

Figure 1. Map of Belmont Study Area and Economic Development Target Sites.



Sources: City of Belmont, 2012; San Mateo County Assessor's Office, 2011; Strategic Economics, 2012.

SUMMARY OF CASE STUDY ANALYSES

The case study consisted of the following elements:

1. An existing conditions analysis that looked at development patterns in the study area and identified sites with high potential for change.
2. A real estate market study that assessed the supply of and demand for retail, residential and office uses in the study area.
3. A policy audit of the draft Belmont Village Zoning that evaluated how effectively the regulations implement the City's vision and goals for the study area.

This section summarizes the analysis from each case study task.

1. Existing Conditions

Many of the existing conditions described below are consistent with those noted in prior studies. These existing conditions are essential to understanding the strengths, challenges and future potential of the study area.

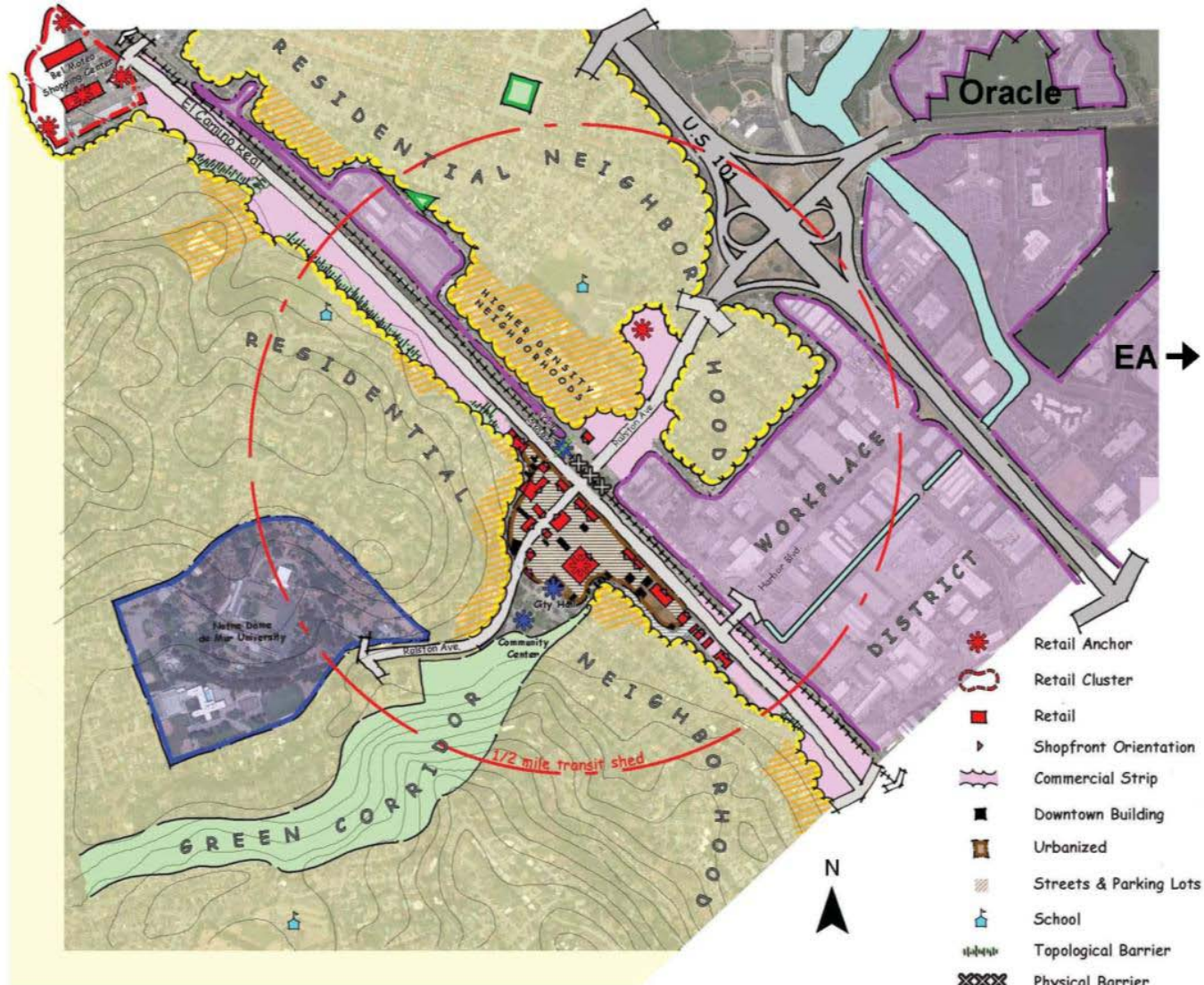
El Camino Real and the Caltrain railroad tracks create a barrier between the east and west portions of the study area. Although the study area and the Belmont Village Zoning districts are defined to include the Belmont Station target site on the east side of the railroad tracks, the site is physically isolated from the rest of the study area. Even the Caltrain Station is somewhat isolated from the downtown core by El Camino Real. Because the railroad tracks are on the east side of the street, there is no development on that side of the street, making for one-sided retail activity, which is typically less desirable than a two-sided retail street. Pedestrian crossings on El Camino Real are limited to Ralston Avenue and O'Neill Avenue.

The built form in the study area is auto-oriented and dominated by surface parking lots. Belmont's downtown consists primarily of several small shopping centers that were built in the post-World War II era. Reflecting the prevalence of the car as the primary mode of household transportation during the time when this area was developed, the design of these shopping centers is optimized for automobile access. Most stores do not face onto the street, but onto parking lots. This pattern contributes to the scattered nature of retail activity. Heavy, fast-moving traffic on Ralston Avenue and El Camino Real also discourages pedestrian activity in the study area.

The study area lacks a clear focal point of activity. Although downtown Belmont is relatively small, retail businesses are distributed among small disconnected shopping centers and stand-alone strip retail, so there is no visually cohesive area that encourages people to "park once" and walk to multiple destinations within the area, or to linger and browse at other shops after completing errands. The Safeway grocery store performs the function of retail anchor, but there are no shops directly adjacent to Safeway that benefit from grocery store foot traffic. Caltrain ridership at Belmont Station is currently too low to provide a significant node of activity.

There is no housing in the study area. The study area borders low-density residential neighborhoods to the north and south. There are also some medium-density multi-family residential projects near the study area, on the east side of El Camino Real north of the Belmont Station target site, and on the north side of Ralston Avenue west of Sixth Avenue. But, there are no housing units immediately in the downtown area that could provide additional support to the existing retail activities.

Figure 2. Existing Conditions in the Study Area and Surrounding Neighborhoods



Source: Freedman, Tung + Sasaki, 2012.

2. Real Estate Market Conditions

The market study provides insight into downtown Belmont's real estate potential and indicates how well the City's vision for the downtown matches up with the market realities. Understanding these market forces is critical to realizing the community's objectives for downtown, as ultimately it is private sector developers whose investments will drive downtown transformation.

Belmont's market opportunities are determined in large part by the City's location and identity within the surrounding region. Like many other communities on the San Francisco Peninsula, Belmont benefits from proximity to Silicon Valley jobs. The city is primarily a residential community, providing an appealing home base for professionals and families seeking safe neighborhoods, natural surroundings and a small town character. While Belmont is an affluent community, the city does not have clear differentiators from other cities in the region that could help attract major retail development to the downtown.

Retail performance is strongest on the west side of El Camino Real near Ralston Avenue. This high-visibility, high-traffic intersection is an attractive location for retail. Retail spaces on the east side of the Caltrain railroad tracks have lower visibility and traffic. In general, rents drop off quickly with distance from the El Camino Real/Ralston Ave intersection in all directions.

The existing supply of retail businesses in downtown are well-matched to local demand in terms of mix, but the total supply slightly exceeds demand. Based on the amount of retail and type of tenants, downtown Belmont can best be described as a grocery-anchored neighborhood center. Businesses in this type of retail cluster or district serve the local population and benefit from high household incomes and do not typically draw shoppers from a large trade area. Demand for local-serving retail in Belmont is limited by the relatively small number of housing within close proximity to the downtown, a small daytime population (employment base) in the downtown, and proximity to other retail clusters in the area. Households in the region are already well-served by regional shopping and entertainment destinations within a few miles of Belmont in San Mateo and Redwood City, as well as slightly farther afield in Burlingame and Palo Alto.

Belmont's residential market is strong. In general, demand for housing is strong throughout the region, and Belmont, with its proximity to Silicon Valley jobs, schools, and pleasant small-town atmosphere, is no exception. There is likely to be developer interest in building new residential projects, particularly for the ownership market.

3. Belmont Village Zoning Policy Audit

The policy audit provides an evaluation of how well the Belmont Village Zoning regulations reflect the City's vision for the study area and the degree to which the policies are aligned with the consultant team's analysis of the study area's market strengths.

The draft Belmont Village Zoning contains regulations that address many of the community's goals. The zoning includes form-based regulations that create standards for building bulk, articulation, length and other aspects of built form. The regulations also allow higher FAR and a greater mix of uses than in the current zoning. For example, most of the BVZ area allows housing on upper floors where residential uses have not previously been permitted.

Although there are four Belmont Village zoning districts, there is little distinction between the standards for these districts. The zoning document establishes four districts:

- V-2 Village Pedestrian Core
- V-3 Mixed-Use Corridors.
- V-4 Service Commercial
- V-R Residential Mixed Use

Each of these districts is intended to create a different type of place. For example, V-2 Village Pedestrian Core is intended to be the hub of retail activity, while V-3 Mixed Use Corridors accommodates uses not allowed in the downtown core, such as offices on the ground floor and housing on upper floors. However, a comparison of the land use and development standards for these districts reveals many similarities between the districts. All four districts have the same maximum heights, density standards, parking standards and building coverage requirements. The lack of differentiation between these districts is inconsistent with the variation in land uses, development patterns and retail market performance throughout the study area.

The ground floor land use requirements may be overly restrictive. All districts except for the V-R Residential Mixed Use district require commercial uses (retail, office or professional services) on the ground floor. It may be appropriate to require ground floor retail uses in the Village Pedestrian Core district, but requiring ground floor commercial uses outside of the downtown core may perpetuate the existing diffuse pattern of retail and detract from the creation of a concentrated hub of activity. In contrast, ground floor multi-family housing is only permitted by-right in the Village Residential Mixed Use District, which covers only a small portion of the BVZ area. Given that housing represents one of the strongest real estate opportunities in Belmont, this constraint may discourage new investment in the study area.

The role and design of streets is not sufficiently addressed. The BVZ regulations do not provide strong guidance on how the streets should contribute to the downtown environment, perhaps reflecting the fact that a streetscape plan does not exist. Whereas a streetscape plan would provide an opportunity for the City to establish different functions and design standards for different types of streets, the current BVZ street design requirements do not distinguish between major thoroughfares, pedestrian-oriented retail streets and neighborhood streets. For example, minimum sidewalk widths are the same for all streets, regardless of the expected amount of pedestrian activity.

CASE STUDY FINDINGS

This section synthesizes the case study analyses to hone in on the key constraints, challenges and opportunities in the study area. The identification of these factors enables the recommendations in the final section to acknowledge obstacles and leverage strengths of the study area.

Finding 1: There are Market Limitations on New Development in the Study Area

Existing development patterns and market conditions define the immediate development potential of downtown Belmont. These market and investment realities provide the context in which the City's downtown strategy must be framed.

Demand for additional retail space is limited. The market analysis indicates that there is insufficient market demand to support a significant increase in retail square footage in the study area, meaning that major new retail construction in the downtown is unlikely. The limited demand relative to supply can result in weak sales performance for existing stores, and make the area unattractive to

perspective retailers who might want to enter the area. Constraining retail supply and boasting retail performance will be important for strengthening the area's future retail offerings.

Fragmented parcel ownership complicates future opportunities for major reconfiguration of existing development. Achieving the community's goals by completely restructuring the downtown through a large scale redevelopment project is unrealistic given the size, location and ownership of opportunity sites and the strength of the local market. There is no single owner who can initiate a wholesale renovation of the downtown core. Instead, change will need to take place incrementally, taking advantage of market momentum, investments by existing property owners and strategic public investments. The significant number of surface parking lots in the downtown could also become key development sites over the long run, if parking can be otherwise accommodated and properly managed.

Finding 2: Better Alignment Between City Policy and Market Conditions Could Facilitate More Development in Downtown

Policy documents such as the BVZ could be better aligned with market forces to enable the City to take advantage of existing opportunities to strengthen existing retail activity, encourage new development and create a strong pedestrian environment.

Certain aspects of the City's current policy do not work well with market forces. In order for new development to occur, there must be market demand for the type of space that the study area is zoned for, and the City's development standards must allow building types that are financially feasible for developers. Although the proposed Belmont Village Zoning regulations do address some of the barriers to development by allowing higher density and mixed use development, there are still aspects of the regulations that are not well aligned with market forces. In particular, the regulations mandate vertical mixed use by requiring commercial uses on the ground floor in the majority of the study area, even though there may not be sufficient demand for commercial uses to justify this requirement. Mixed use building types are often less financially feasible for developers. Meanwhile, the regulations make it difficult to build purely residential housing, which is one of the development types likely to generate the most developer interest.

Community concern that increased building heights will damage Belmont's small town character must be clearly addressed through the BVZ and other City Policy documents. The Belmont community has consistently expressed a desire for new investment in the downtown core but also places a high value on preserving Belmont's small town character. Policies to ensure that new downtown development is compatible with existing development have historically limited building height to three stories or less. The new Belmont Village Zoning regulations increase allowable floor area ratio, but the maximum allowable height remains at three stories, with four stories allowed as an exception. The policy emphasis on height restrictions may inadvertently limit the downtown's opportunities for redevelopment, if smaller-scale building types are not financially feasible for developers. Instead, the community's objectives in preserving the character of downtown may be met by policy that focuses on design standards and building prototypes rather than building height, thus allowing buildings of sufficient scale to meet developers' financial needs. Form-based regulations may be more likely to produce the high quality urban design sought by the community, and ultimately, by encouraging development, the City will be more likely to achieve its overall goals for the downtown.

Finding 3: There are Some Excellent Opportunities for New Development in the Downtown

Despite market constraints, there are clear development opportunities that the City of Belmont can act upon to advance its goals for the downtown.

Belmont's downtown shopping district can be enhanced by improvements within the current retail footprint. Although the market would not support a significant increase in retail square footage, the City has an opportunity to work with businesses to strategically upgrade and/or reorganize downtown retail in a way that would increase the quality and performance of the downtown shopping experience. This can be accomplished by attracting new businesses to the pedestrian core, making strategic place-making investments, and providing incentives for private investment in locations that would collectively transform the downtown shopping environment.

The addition of housing units to the study area would enliven the downtown core. Given the strong residential market throughout the region, adding housing to the study area is a promising strategy to build a lively downtown neighborhood. The city is already home to a high share of single-person households, couples without children and individuals over 65; these are household types that are likely to value housing near transit and amenities. Downtown residents would contribute significantly to pedestrian activity and support local businesses. There are multiple locations throughout the study area that would be appropriate for residential development and that are too far from the intersection of Ralston Avenue and El Camino Real to be strong locations for commercial uses such as retail.

Consolidation of parking in the downtown core may free up additional sites for development. Private on-site parking in the study area is distributed throughout multiple lots. While convenient parking is important to retail businesses, individual parking lots and public on-street parking appear to be underutilized at certain times of day. Creating a parking district with shared parking for downtown businesses may enable more efficient use of parking spaces, while enabling property owners to redevelop their properties or infill existing parking lots with other more valuable uses.

The City can take charge of place-making and infrastructure improvements within the public right-of-way. Whereas development of private parcels requires the action of property owners, the City has authority to make sidewalks, street and public space improvements. In addition to traffic calming, landscaping and public seating, the City could also create a new central public open space in or near the downtown. These improvements can make the pedestrian experience safer and more pleasant, contribute to a sense of place, and attract additional private investment to the downtown.

Private redevelopment projects can catalyze change in the downtown. Although large-scale, master planned redevelopment of the downtown is unlikely, there are several sites where there seems to be potential for catalytic investments. Safeway is one of the largest tenants in the study area, occupying a full block between El Camino Real, Sixth Ave, Emmett Ave and O'Neill Ave, including a large surface parking lot. A Safeway redevelopment could create an opportunity to create new pedestrian walkways and public space, while bringing in additional businesses to increase the retail concentration in the core. Another potential redevelopment opportunity is Firehouse Square, where the City is currently in negotiations with a developer regarding a residential project.

CASE STUDY RECOMMENDATIONS

Belmont has organized a sustained and ambitious effort to revitalize its downtown. This effort has included visioning, property acquisition, outreach to developers and an in-progress zoning policy update. However, the path to implementation has not been straightforward. The city faces real

constraints related to existing conditions and market realities. Acknowledging and responding to market realities in the study area will help the city to develop a more realistic, implementable plan. In conjunction with best practice urban design and place-making strategies, a more specific and realistic set of strategies will enable Belmont to work with, rather than against, market forces to achieve the type of downtown that the community desires. However, in order for this to happen, it is important for the community to understand how market forces influence what is possible in Belmont and how best to use planning tools to realize their vision for downtown. The recommendations below are aimed at helping the City of Belmont build a stronger policy framework for future development, capitalize on existing opportunities and develop pro-active implementation strategies while taking into account the needs and objectives of individual property owners.

Recommendation 1: Establish a Path for Implementing the Community's Vision for Downtown by Linking this Vision to a Well-Defined Set of Opportunities and Constraints

While the community's overall vision for downtown is completely appropriate, any policies and tools focused on implementing this vision must take into account the limited size of the market that the downtown serves, and proximity to competing activity centers. By building on existing assets and focusing on areas where there is already market momentum, the City will be in a better position to attract investment and implement the community's vision.

Listed below are four ways in which the City's plan for the downtown can be better aligned with market forces:

- Recognizing that the study area will need to be redeveloped in phases, concentrate the City's initial efforts on activities that offer a high potential for near-term change based on existing conditions and market forces.
- Focus retail where there is existing momentum and discourage retail outside of the existing well-defined retail core. This includes reconsidering the ground floor retail requirement in places where heavy pedestrian traffic is not anticipated. Vertical mixed use buildings alone are not sufficient to create pedestrian activity; there needs to be a compact, walkable critical mass of retail with access and visibility to prospective customers for businesses to succeed.
- Given that the residential market provides the best opportunities for developer interest in downtown Belmont, strongly consider allowing housing as a permitted use on all floors (not just upper floors) in all areas of the study area outside the retail core. In the retail core, consider allowing housing on the upper floors.
- Allowing more residential development in the downtown while constraining the supply of retail space is likely to result in a stronger market for existing retailers, creating conditions that could lead to additional improvements in the retail core. A stronger market would encourage existing businesses to improve the quality of their offerings, encourage existing property owners to reinvest in their buildings or build new better quality buildings, and attract new retailers to enter the Belmont market.

In terms of timing, the above recommendations could be considered during the current review process for the draft Belmont Village Zoning regulations, or they could be integrated into a more extensive strategic planning process described in the recommendation below.

Recommendation 2: Complete A Downtown Strategic Planning Process

The City's Belmont Village Zoning process has already provided an opportunity for community discussion about desired land uses and building types for the downtown; however, the area could benefit from a higher-level planning effort focused on issues and activities that are outside the scope

of the zoning ordinance. Preparing a plan provides an opportunity to develop a more specific set of objectives for different subareas of the downtown, to establish priorities among different goals for the downtown, and to develop implementation strategies for aspects of the plan that require close collaboration between the public and private sector.

To address the challenges and opportunities in the study area, the planning process should include accomplish the following tasks:

- A. Develop geographically specific goals for downtown sub-districts
- B. Establish desired building prototypes through a community process that considers specific building prototypes and educates the public about effective tools for ensuring building quality while still allowing developers to build financially feasible buildings.
- C. Establish area-wide parking, streetscape and financing strategies

This planning process would not necessarily need to include a detailed land use plan and development standards, components which are already part of the BVZ—although the BVZ process could potentially be incorporated into this broader planning effort. Because the planning process will likely result in a clarification of goals, desired building types and physical characteristics for different areas of the downtown, some amendment of the BVZ regulations may be required at the end of the process.

Three key elements of the planning effort are described below.

A. Use A Community Planning Process Focused on Community Members, Downtown Business and Property Owners, and Elected and Appointed Policymakers

Although community members place an appropriately high value on maintaining Belmont's small town character, the best way to achieve this goal and attract new development is not necessarily straightforward. The various options and opportunities, including but not limited to the kinds of buildings allowed under the new BVZ ordinance, should be fully vetted with individual stakeholder groups so that all participants in the process understand the implications of different policy approaches, and the relative benefits of different types of public investment. Out of this process, a plan should emerge that has wide-scale buy-in from all of the necessary parties, and allows the City to move forward in a productive partnership with its private sector partners, who will bear most of the burden of implementing the community's vision.

This planning process can use the City's existing and well established vision for the Downtown as its starting point, but must also "connect the dots" between the on-the-ground realities of Belmont's downtown and the mechanisms available to implement the vision. This process of "connecting the dots" should provide a plan that both satisfies the community and makes it possible for private investment to move forward as individual property owners and investors are ready.

B. Develop Geographically Specific Goals for Sub-Districts

The Belmont community has reached consensus on the overall qualities it desires for its downtown, but there is a need for greater clarity on the desired physical characteristics for different sub-districts. The Belmont Village Zoning districts provide an excellent starting point for defining the different types of neighborhoods that comprise the downtown; however, in the current policy, there is not a substantial distinction between the development standards for the four districts.

Developing more specific and highly differentiated building types and other improvements for different parts of the downtown will have multiple benefits, including:

- Channeling activity-generating uses into the downtown core to create a focal point of activity,

- Guiding public and private investments in place-making; and,
- Attracting private investment by more clearly defining the locations of desired development types.

Several key issues that should be considered in defining the sub-districts include:

- Whether higher intensity development should be allowed in the downtown core or along major thoroughfares, compared to other portions of the study area.
- How streetscape and sidewalk design differ in the downtown core compared to outer portions of the study area.
- Where new gathering spaces should be located, and whether different types of gathering spaces are needed in different parts of downtown.

The following discussion presents place-specific strategies that the City of Belmont may want to pursue in different sub-districts of the downtown. These strategies are described below and the sub-districts are illustrated in Figure 3.

Pedestrian Activity Core

- Focus retail and pedestrian activity in the area between El Camino Real and Sixth Avenue, and from O'Neill Avenue to Ralston Avenue, including the properties with frontage along the north side of Ralston Avenue.
- Look for opportunities to develop a pedestrian shopping experience along the north-south axis of the core anchored by Walgreens and Safeway, but remain flexible to a variety of configurations that would accomplish the same goal.
- Consider incentives to encourage infill or redevelopment of properties with large surface parking lots.
- Implement traffic calming, sidewalk, streetscape, and public space improvements along Ralston Avenue and Emmett Avenue to distinguish this area as the focal point of activity for the downtown.

Downtown Transition Area Surrounding the Pedestrian Core

- Encourage residential development on blocks surrounding the pedestrian activity core to increase housing opportunities, support activity in the pedestrian core, and create a suitable "transition area" to adjacent residential neighborhoods.
- Improve connections with the City Hall and the Caltrain Station. Consider how City-owned property might accommodate an expanded Civic Center or infill with other "transition area" uses.

El Camino Real

- Distinguish downtown by encouraging urban development on properties facing El Camino Real.
- Coordinate with regional agencies to implement Grand Boulevard improvements along El Camino Real. The blocks approaching and along the edge of the pedestrian core can be differentiated as gateways with special sidewalks, streetlights, landscaping, and pedestrian amenities. However, compared to other streets in the pedestrian activity core, El Camino Real should be a lower priority for City-funded pedestrian improvements.

East of Railroad Tracks

- Plan for a longer-term transition of the area east of the Caltrain Station into a transit-oriented district with multi-family housing and office, and convenience uses that do not compete with the downtown activity core.

- Implement streetscape improvements on Ralston Avenue to improve the visual quality of this highly-trafficked thoroughfare and to support potential future transit-oriented development.

C. Establish Area-Wide Parking, Streetscape and Financing Strategies

Land use regulations and development standards are often the primary tools used by cities to shape development within their boundaries, but they are passive mechanisms. Belmont can also take a more active role in creating positive change in the downtown by formulating strategies to improve streetscape, consolidate parking and finance improvements. The implementation of these strategies is likely to require close collaboration between the public and private sector, making it vital that the City take the lead in creating frameworks for coordinating public and private efforts. Outreach to existing business and property owners during the planning process is critical to ensure that business and property owners are informed and supportive of the plan, and to identify how they might best contribute to the plan.

Downtown Parking Strategy

A district-wide parking strategy could enable more efficient use of parking in the downtown, while allowing underutilized surface parking lots to be redeveloped with higher value uses. The City can take the lead on developing a parking strategy by conducting a parking utilization study, evaluating parking needs relative to City requirements and developing a proposal for consolidating parking in the downtown core. The consolidation and reconfiguration of downtown parking could also promote pedestrian activity by making it more convenient for shoppers to park once and walk to multiple destinations.

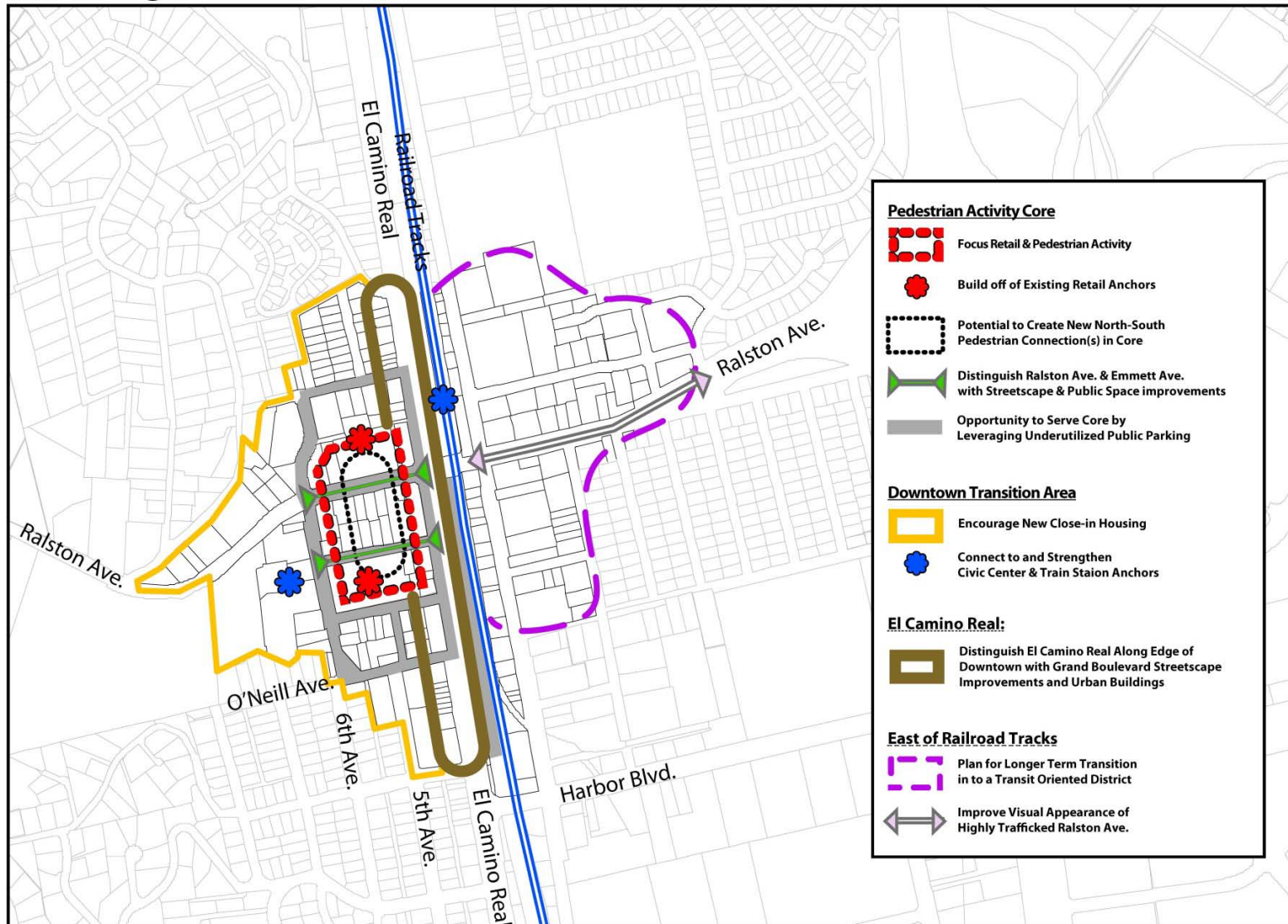
Streetscape Plan

Streets and streetscape play an important role in place-making and fostering pedestrian activity, and the City has a major opportunity to advance these goals for the downtown by creating a streetscape plan that establishes standards and guidelines for different types of streets, and identifies what street types are appropriate in different sub-districts. Sidewalk width, landscaping, street furniture, on-street parking, streetlight selection, and other details should match the envisioned character of the street, and support the overall vision for the neighborhood. This is particularly important for streets where pedestrian activity is a high priority, and major thoroughfares such as El Camino Real and Ralston Avenue.

By developing a plan for streetscape improvements, the City will create the means to coordinate incremental improvements from multiple property owners. Because streets are in the public right-of-way, the City is also in a position to put elements of the plan in place by funding streetscape improvements in key locations. These public investments may then catalyze additional investments by private property owners and developers.

Decisions about appropriate streetscape improvements should be informed by transportation studies that assess the trade-offs between pedestrian amenities and vehicular traffic flow on major thoroughfares. It appears that the City of Belmont is already making progress on this front; in late 2012, the City's Department of Public Works initiated a traffic study of the entire Ralston Avenue corridor. Analysis, recommendations and subsequent actions from this study should be coordinated with downtown revitalization efforts.

Figure 3. Conceptual Diagram of Downtown Sub-Districts and Corresponding Strategic Actions



Source: City of Belmont, 2012; San Mateo County Assessor's office, 2010 and 2011; Freedman Tung + Sasaki, 2013.

Financing Strategy

In order to implement improvements to parking, streetscape or infrastructure, the City will require a funding and financing strategy. Although city funds and direct private investment may be able to provide some of the desired improvements, the City will be in a better position to implement its plan if it is able to identify a range of potential funding sources and financing mechanisms. The process of developing a financing strategy will also require the City to assign priorities to the range of improvements desired within the downtown.

Some of the major mechanisms available to Belmont are described below.

Developer contributions are provided through several different mechanisms, including environmental impact mitigation measures, development impact fees, and community benefits programs. Impact fees ensure that new development pays for certain costs associated with accommodating the development but cannot be used to fund existing deficiencies in infrastructure.

Special assessment districts are special taxing districts in which property owners agree to pay an additional assessment in order to fund specific improvements or services within a defined geographic area. A Business Improvement District (BID) or Property-Based Improvement District (PBID) is a type of special assessment district that assesses and provides benefits to either business owners (in a BID) or commercial property owners (in a PBID). BIDs and PBIDs can be used to pay for a wide range of activities, including parking facilities, street and streetscape improvements, lighting and landscaping, marketing and promotions, and business attraction and retention.

Grant funds are distributed on a competitive basis by various federal, state and regional programs for public improvement projects. For example, the City of Belmont may be able to apply for federal transportation funds through the OneBayArea Grant program to make local improvements for bicycle and pedestrian facilities in the downtown.



GRAND BOULEVARD INITIATIVE

Downtown Belmont ECHO II Case Study

City Council Presentation

January 28, 2014



Dena Belzer, President
Strategic Economics

Outline



- What is the Grand Boulevard Initiative?
- What is ECHO II?
- Belmont case study purpose & approach
- Case study findings & recommendations
- Next Steps

The Grand Boulevard Initiative

The Grand Boulevard Initiative is a regional collaboration of stakeholders united to achieve a shared vision for El Camino Real

GBI is a “coalition of the willing” that coordinates, but does not set, policy



SAMCEDA

San Mateo County
TRANSIT DISTRICT

C/CAG

Joint Venture
SILICON VALLEY NETWORK

The Grand Boulevard Vision

The GBI vision is generally consistent with Belmont's vision for a walkable, pedestrian-friendly downtown with community gathering places, local businesses and a mix of uses.

Walkable,
Mixed Use



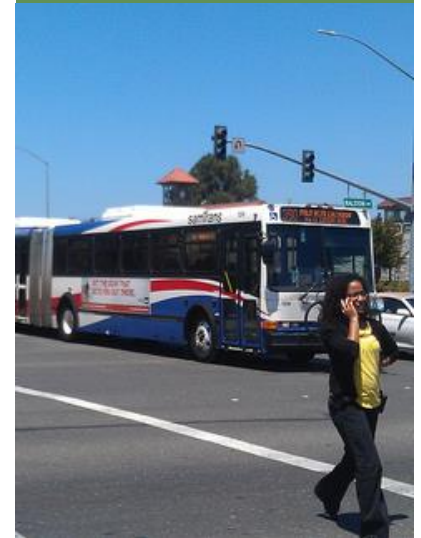
Land Use
Intensification



Complete
Streets



Enhanced
Transit Service



Economic & Housing Opportunities (ECHO) Assessment

- ECHO I: Made the case for transformation of the corridor through infill development
- ECHO II: Removing barriers to implementation
 - Case Study Selection Process
 - Cities applied to participate and were selected through a competitive process
 - Four selected cities: Belmont, Mountain View, Daly City and South San Francisco
 - Final Products
 - Case study report for each city with key findings for that community
 - An implementation guidebook for all GBI members based on “lessons learned” from case study findings
 - Funded by TIGER II Grant (U.S. Department of Transportation)



Belmont Case Study

The City of Belmont applied to participate in ECHOII to advance its downtown goals.

Issues

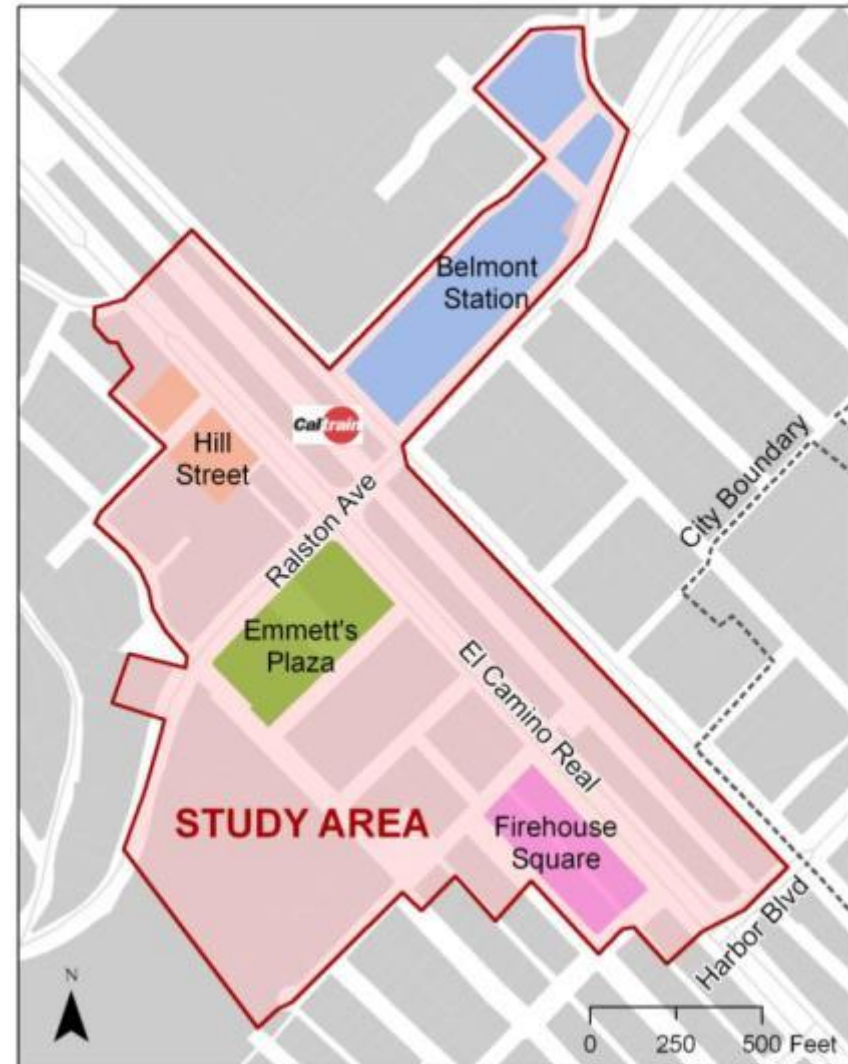
- Property acquisition and consolidation
- Aging infrastructure and associated costs
- Regulatory barriers in existing zoning

Work Products

- Existing conditions analysis
- Real estate market analysis
- Policy audit of Belmont Village Zoning

Outcomes

- Identify key opportunities and barriers
- Recommend policy & implementation strategies
- Help the City move its vision forward



Source: City of Belmont, 2012; Strategic Economics, 2012.

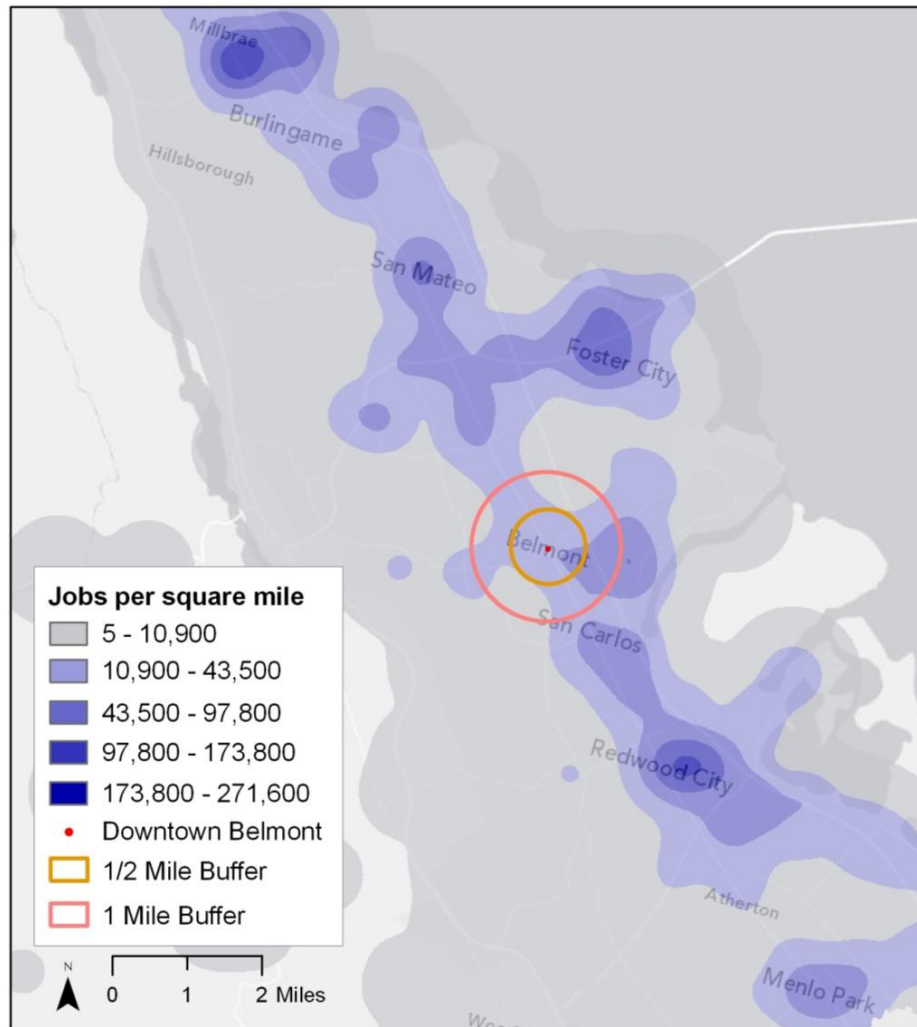


Summary of Technical Analysis

Downtown Belmont ECHO II Case Study

The Big Picture

Job Density in San Mateo County



Source: U.S. Census Bureau, Longitudinal-Employer Household Dynamics Program, 2010.

Belmont's development opportunities are determined by its location and identity within the region.

Belmont's key attributes:

- Small, affluent residential community
- Proximity to Silicon Valley jobs

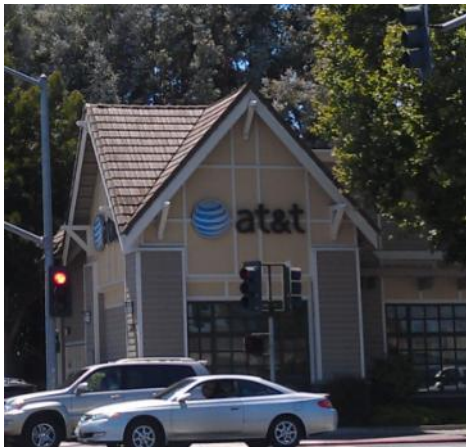
Existing Conditions in the Study Area



Existing physical conditions present opportunities and constraints for Downtown Belmont.

- Small-town character
- Lack of clear focal point
- “Shopping Center” format with abundance of surface parking
- Fragmented parcel ownership
- High traffic on Ralston Ave and El Camino divides the study area

Retail Analysis: Existing Supply



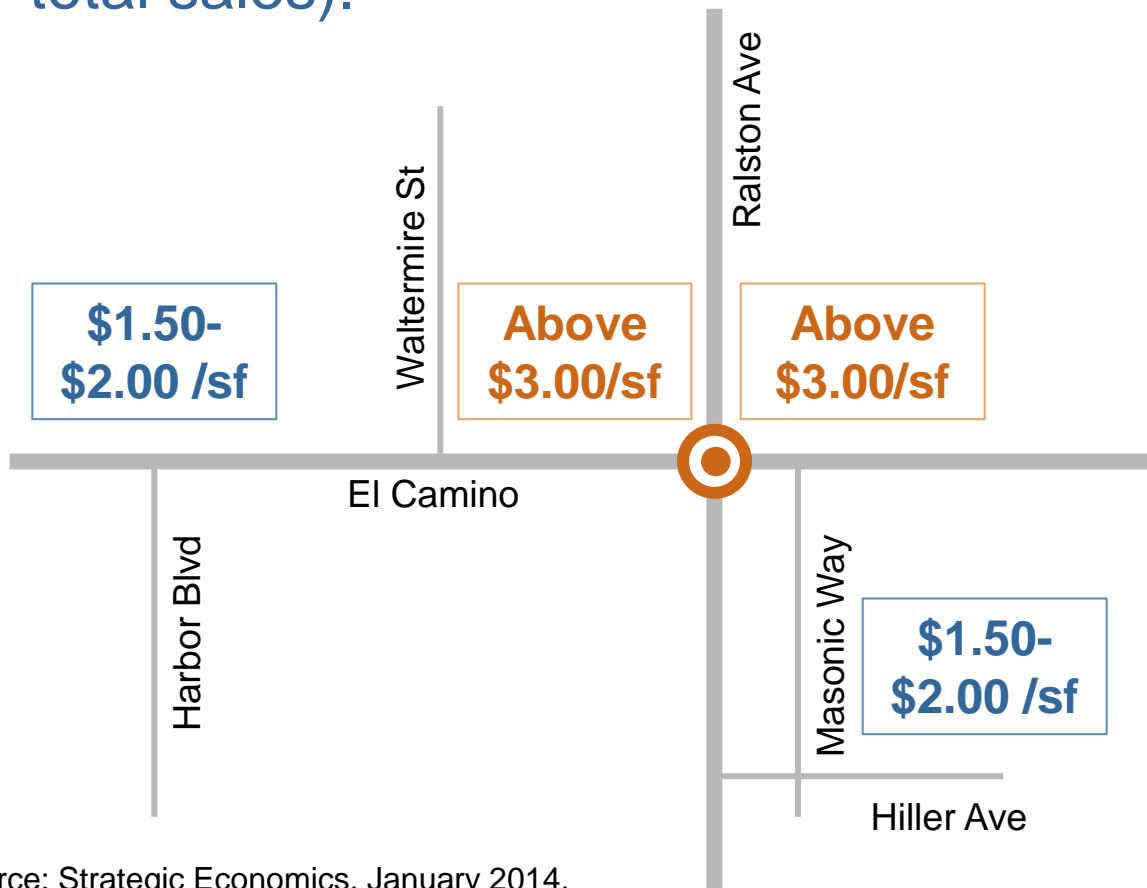
- Local-serving
- Convenience-oriented
- Dispersed among small shopping centers

Existing supply could be consolidated to provide a better shopping experience.

Local growth in businesses and housing could potentially fuel expansion of retail opportunities.

Retail Analysis: Performance

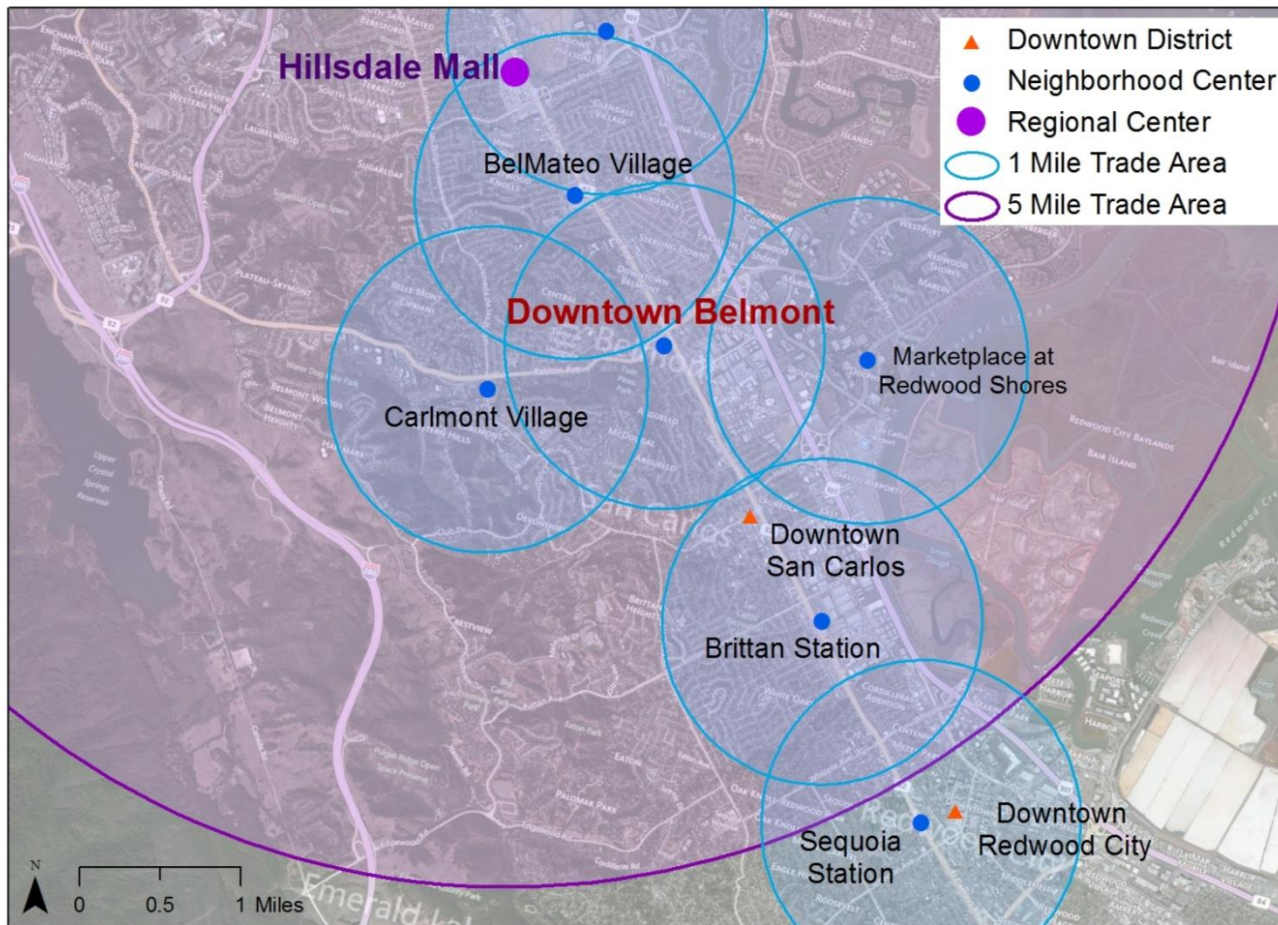
Retail performance is strongest on the west side of El Camino near Ralston Ave (rents are a “proxy” for total sales).



Rents drop sharply with distance from Ralston & El Camino.

Retail Analysis: Competitive Supply

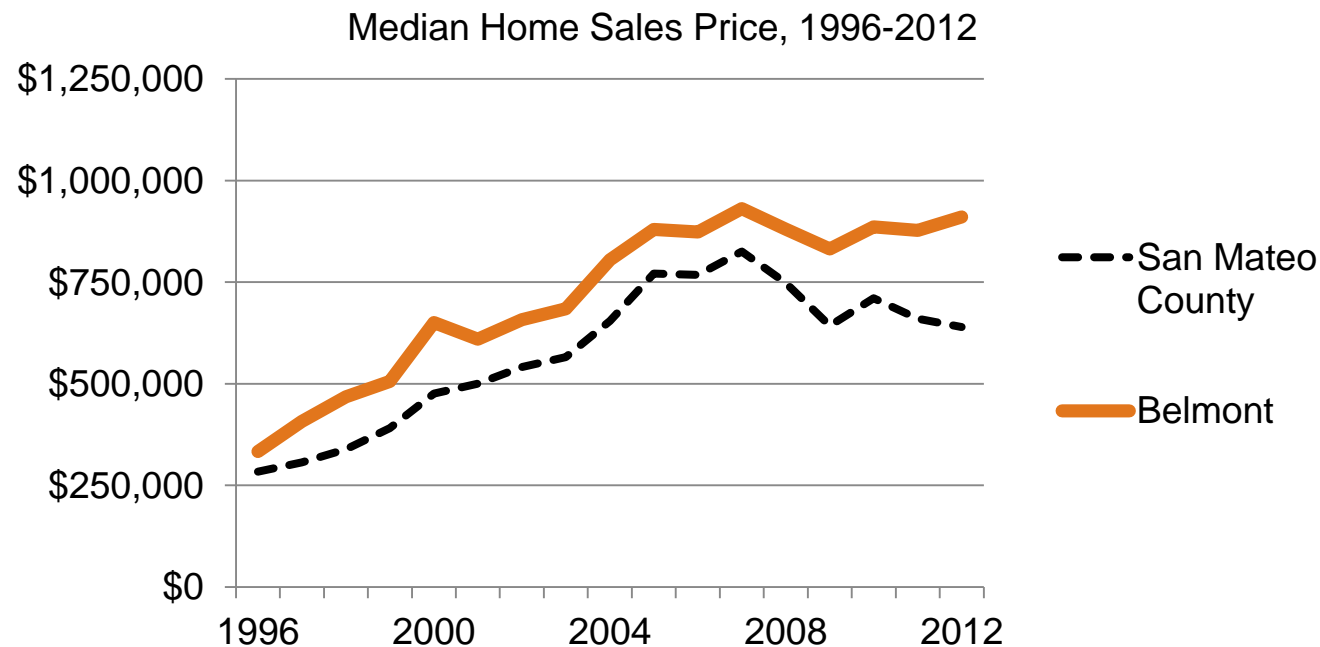
The study area is within the trade area of Hillsdale Mall, a major regional shopping destination.



Residential Analysis

Belmont's housing market is strong.

- High demand throughout the Peninsula region.
- Likely to be developer interest in new ownership projects.



Source: Zillow.com , 2012.

Policy Audit of Belmont Village Zoning

- Draft BVZ successfully addresses community's goals:
 - Removes prohibitive development regulations
 - Provides clear form-based development standards
- Recommendations:
 - Greater differentiation between downtown sub-districts
 - Allow housing on ground floor outside retail core



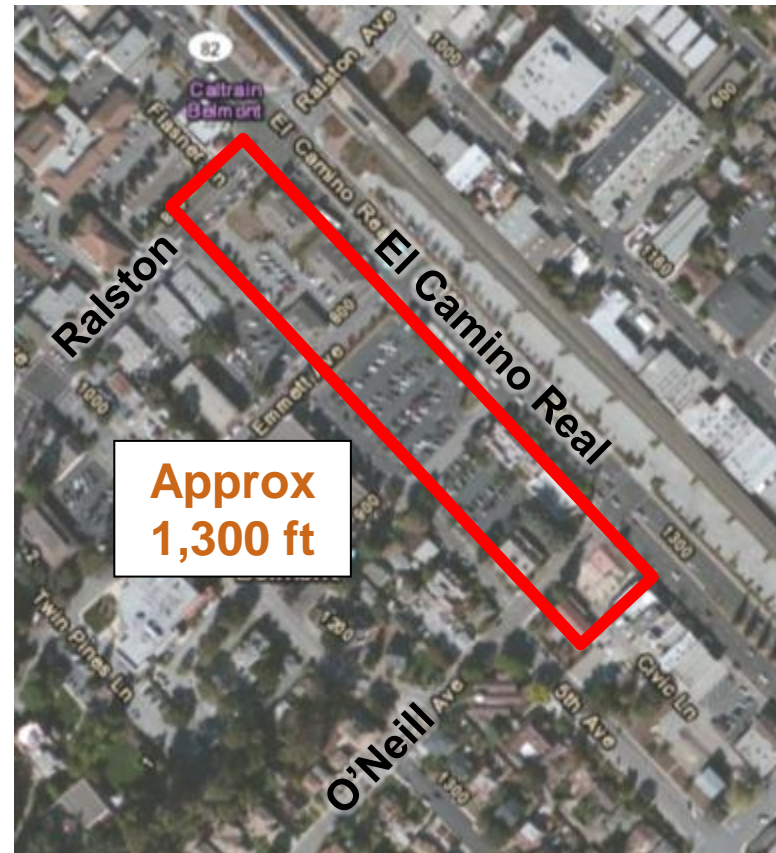
Planning for Pedestrian-Friendly Retail

Optimal retail district length is approximately 1,000 linear feet.

Castro Street in
Downtown Mountain View



Equivalent length retail strip in
Downtown Belmont



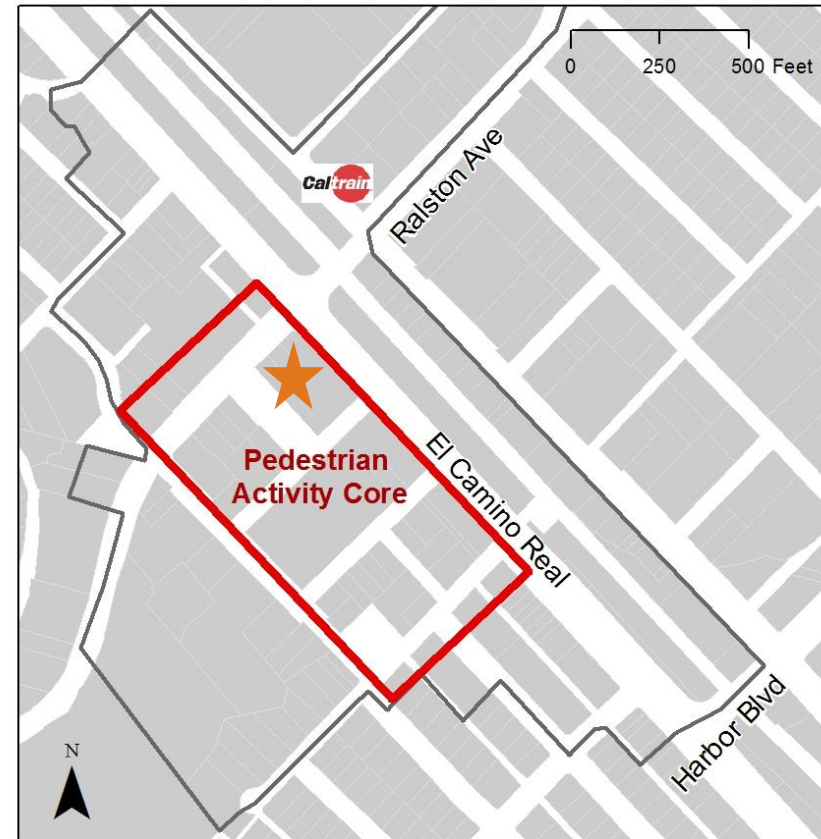


Case Study Recommendations

Downtown Belmont

Enhance Downtown Shopping Experience

- Focus retail to create a node of activity
- Build on momentum at SW corner of ECR & Ralston
- Work with existing business/property owners
- Consolidate parking to make it easier to “park-once”
- Strategic place-making improvements



Source: City of Belmont, 2013; Strategic Economics, 2013.

Add Housing Around Retail Core

- Adding households will bring vitality to the downtown neighborhood.
 - Support for local businesses
 - Increased pedestrian activity
- Belmont demographics suggest demand for compact housing near retail and transit
- New housing can enable a smooth transition between the downtown and adjacent single-family neighborhoods

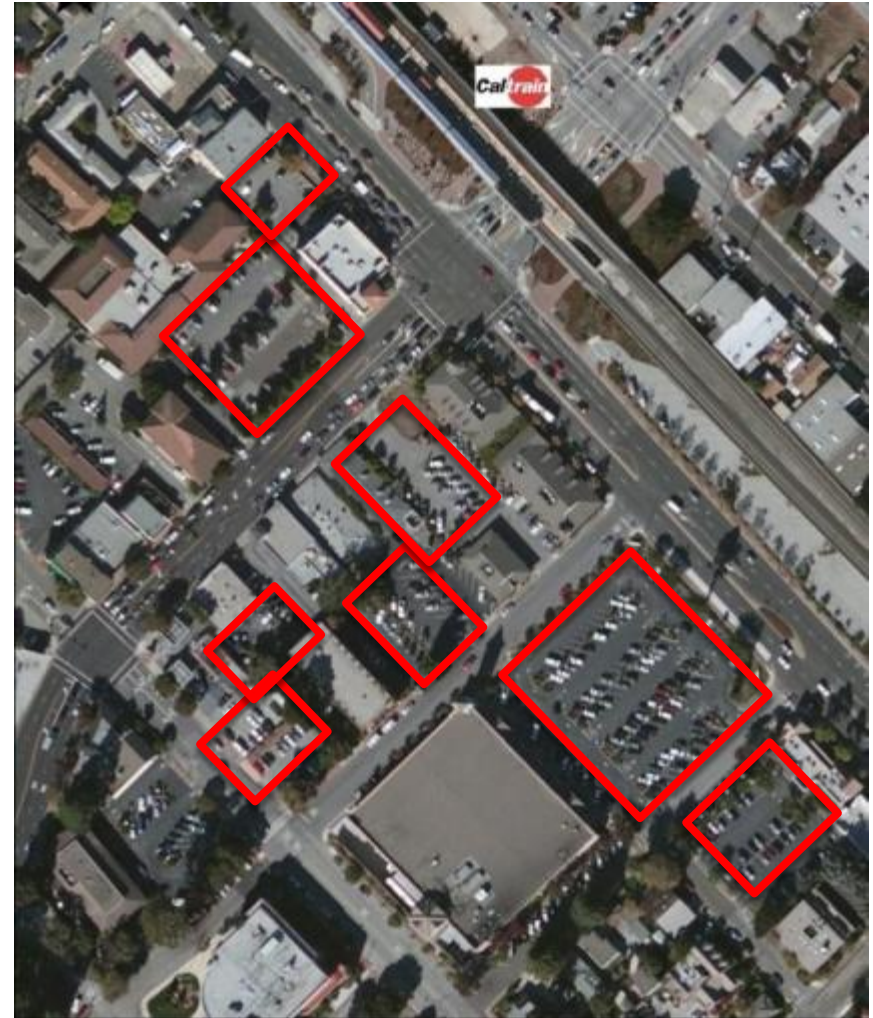


Stonegate condominiums in San Mateo



Consolidate Parking

- District-wide parking strategy enables more efficient use of space
- Underutilized lots can be redeveloped with higher value uses.
- Make it easier to “park-once” and walk to multiple destinations
- Promotes pedestrian activity



Surface parking lots in downtown core.

Case Study Conclusion



- There are **excellent opportunities** for revitalization of the downtown.
- Yet there are also **physical constraints and market limitations** on new development.
- **Better alignment between policy and market** conditions helps achieve the City's vision for a vibrant downtown and thriving economy.



Future Direction

Next steps and recommendations

Recommended Next Steps

- Amend BV documents, align housing and retail to market conditions
- Prepare a precise planning effort to address:
 - Specific goals for downtown sub-districts
 - Community process
 - Building prototypes that meet community's design standards and financial feasibility requirements
 - Area-wide parking, streetscape and financing strategies
- Update Circulation and Mobility Element
- Update Housing Element



Questions/Discussion

Minutes of Regular Meeting of December 10, 2013
One Twin Pines Lane, Belmont, CA

REGULAR MEETING

CALL TO ORDER 7:00 P.M.

ROLL CALL

COUNCILMEMBERS PRESENT: Braunstein, Lieberman, Warden, Feierbach, Wozniak

COUNCILMEMBERS ABSENT: None

STAFF PRESENT: City Manager Scoles, City Attorney Rennie, Finance Director Fil, Community Development Director de Melo, Information Technology Director Mitchell, Parks and Recreation Director Gervais, Public Works Director Oskoui, Human Resources Director Dino, Police Chief DeSmidt, Fire Chief Keefe, Deputy Fire Chief Gaffney, City Treasurer Violet, City Clerk Cook

PLEDGE OF ALLEGIANCE

Led by the Belmont Police Honor Guard

SPECIAL PRESENTATIONS

Proclamation to Dave Altscher, Outgoing Member of the Mid-Peninsula Water District

Mayor Wozniak presented the Proclamation.

David Altscher thanked the City Council for taking the time to honor his service to the community.

City Councilmembers offered comments to Mr. Altscher.

PUBLIC COMMENTS AND ANNOUNCEMENTS

Lenore Griffin, Belmont Chamber of Commerce, announced an upcoming ribbon cutting for the remodeling of Belmont Hardware, including the restoration of the historic sign.

Mary Morrissey Parden, Belmont Chamber of Commerce, presented a dining guide of Belmont restaurants.

Kevin Sullivan, Belmont resident, announced an upcoming Christmas bike ride, and thanked the Police Department for its assistance with logistics.

Kate Comfort-Harr, HIP Housing, presented the annual HIP Housing calendar featuring artwork by local students. She announced the organization's upcoming holiday party and thanked the City Council for supporting HIP programs.

ITEMS APPROVED ON CONSENT CALENDAR

Motion to Receive Monthly Financial Reports

Ordinance 1074 Implementing Uniform Public Construction Cost Accounting Act (UPCCA)

Resolution 2013-129 Declaring Results of the November 5, 2013 City Council Election

Resolution 2013-130 Honoring Coralin Feierbach, Outgoing Councilmember, for Outstanding Public Service

Resolution 2013-131 Honoring Dave Warden, Outgoing Councilmember, for Outstanding Public Service

Resolution 2013-132 Accepting Work and Authorization to Issue a Notice of Substantial Completion for the Sanitary Sewer Rehabilitation Project - Alameda de las Pulgas Sewer Main Reconstruction, City Contract Number 2013-521

Resolution 2013-133 Authorizing a Purchase Order for Unleaded Gasoline and Diesel Fuel from Valley Oil for an Amount not to Exceed \$25,000

ACTION: On a motion by Councilmember Lieberman, seconded by Councilmember Braunstein, the Consent Agenda was unanimously approved by a show of hands.

OTHER BUSINESS

Remarks by Outgoing Mayor

Mayor Wozniak thanked outgoing Councilmembers Warden and Feierbach for their service, and congratulated the newly-elected councilmembers. She stated that Belmont is a safe place to live. She acknowledged City staff, businesses and schools. She commended the City for its recent acquisition of property in the San Juan Canyon and the rezoning of the property to open space. She thanked the IT (Information Technology) staff for facilitating the upcoming new City website. She commended the City's exclusive negotiating agreement for the Firehouse Square development. She pointed out that a number of new businesses have opened in Belmont. She acknowledged the Finance Department for increasing the ending fund balance and for facilitating the winding down of the Redevelopment Agency. She pointed out that the City has adopted green ordinances, and implemented a Wellness program. She stated that renovations have been made to many City facilities and parks. She acknowledged the establishment of the Four Corners Committee, the attention to High Speed Rail, and she thanked the Public Works staff for its facilitation of the Ralston Corridor study.

Mayor Wozniak acknowledged the passage of the school district's Measure R parcel tax, and congratulated the Little League team for its efforts during the past summer.

Mayor Wozniak challenged the new City Council to go paperless.

Councilmember Lieberman presented Mayor Wozniak with a plaque acknowledging her service.

Recognition of Outgoing Councilmembers Warden and Feierbach

Mayor Wozniak presented a plaque to Councilmembers Warden and Feierbach. Public Works Director Oskoui presented street signs to the outgoing Councilmembers. City Clerk Cook presented Councilmember Feierbach with a personal "lock box", and Parks and Recreation Director Gervais announced that a bench overlooking the San Juan open space would be installed in honor of Councilmember Feierbach.

Kathleen Beasley, Belmont Library Manager, presented Councilmember Warden with an audiobook purchased in his honor and available for loan at the Library. She thanked him for his support of the new Library and for his service on the San Mateo County Library Board.

Brian Perkins, on behalf of Congresswoman Jackie Speier, presented a framed version of the Congressional Record recognizing Councilmembers Warden and Feierbach.

State Senator Jerry Hill and San Mateo County Supervisor Carole Groom presented proclamations honoring the outgoing Councilmembers.

Councilmembers Lieberman, Braunstein and Mayor Wozniak offered comments, acknowledgements, and commendations to outgoing Councilmembers Warden and Feierbach.

Jeannette Sacco-Belli, Belmont resident, thanked Councilmembers Warden and Feierbach for their efforts in preserving open space.

Michael Schmitz, San Mateo resident, expressed appreciation that residents were heard regarding the San Juan Canyon open space matter.

Perry Kennan, Belmont resident, noted that Councilmembers Warden and Feierbach exhibited much patience.

Remarks by Outgoing Councilmember Feierbach

Councilmember Feierbach thanked supporters, residents, staff and former staff, as well as past and present City Councilmembers with whom she served. She thanked the councilmembers who supported the smoking ordinance, Measure F, and the San Juan Canyon property acquisition. She acknowledged Councilmember Lieberman for his efforts with SBSA (South Bayside System Authority). She outlined initiatives and ordinances that were enacted to help improve the quality of life in Belmont. She expressed concerns regarding any undoing of ordinances already in place. She commented that the voices of the minority can become the voices of the majority.

Remarks by Outgoing Councilmember Warden

Councilmember Warden stated that his goal was to always look out for taxpayers' money. He noted that elected officials should weigh the needs of many versus the needs of few. He stated that everyone deserves to be heard. He explained that it is not always easy to make decisions, and one must be able to defend one's decisions. He thanked former City Councilmembers and commissioners with whom he served. He acknowledged his family for their support. He stated that he always did what he thought was best.

Councilmembers Feierbach and Warden stepped off the dais.

Oath of Office of Newly Elected Councilmembers Reed, Stone, Lieberman

The Oath of Office was administered to Eric Reed, Charles Stone, and Warren Lieberman.

Remarks by Newly-installed Councilmember Reed

Councilmember Reed thanked his family, those who helped with his election, the other candidates, and the voters. He pledged to work hard to earn their trust.

Remarks by Newly-installed Councilmember Stone

Councilmember Stone thanked the City Council, the residents, and his family. He stated that now is the time to unite. He noted that the future is bright and he encouraged citizens to be engaged.

Remarks by Newly-reinstalled Councilmember Lieberman

Councilmember Lieberman thanked his family and the other candidates. He acknowledged former City Treasurer Howard Mason and Former Finance Commissioner Bob Ledoux for encouraging him to become involved in the City. He noted that he is excited for the future, and he outlined issues that will be addressed in the future.

Selection of Mayor for 2014

Councilmember Braunstein nominated Councilmember Lieberman as Mayor. There were no other nominations.

ACTION: By unanimous vote, Resolution 2013-134 appointing Councilmember Lieberman as Mayor for 2014 was approved.

Oath of Office for new Mayor

The Oath of Office for Mayor was administered.

Selection of Vice Mayor for 2014

Councilmember Wozniak nominated Councilmember Braunstein as Vice Mayor. There were no other nominations.

ACTION: By unanimous vote, Resolution 2013-135 appointing Councilmember Braunstein as Vice Mayor for 2014 was approved.

Remarks by New Mayor

Mayor Lieberman pledged his support in helping the City Council succeed. He pointed out that the City Council will not always agree but will work respectfully together. He noted that he would like to work against divisiveness. He stated that this year's theme will be the year of working together. He recommended the reinstitution of subcommittees. He noted he would govern with the community's best interest in mind. He acknowledged the work of City staff.

ADJOURN to Reception at this time, being 9:05 p.m.

**Terri Cook
City Clerk**

Meeting audio-recorded and videotaped

DRAFT

CITY OF BELMONT TREASURER'S REPORT December-13



Agency Receipts and Disbursements Summary

	Beginning Balance December 1, 2013		Receipts		Disbursements		Ending Balance December 31, 2013
City of Belmont	\$ 16,901,221.52	\$	10,359,418.35	\$	(2,955,786.01)	\$	24,304,853.86
Belmont Fire Protection District	2,428,076.71		2,991,696.19		(679,282.90)		4,740,490.00
Fire Net 6 Communications JPA	420,602.73		-		(13,466.19)		407,136.54
Successor Agency of the RDA ¹	3,402,026.49		-		(37,074.58)		3,364,951.91
Total	\$ 23,151,927.45	\$	13,351,114.54	\$	(3,685,609.68)	\$	32,817,432.31

Balance Summary

		Deposit		Investments		Pool Total
City of Belmont, Belmont Fire Protection District, Fire Net 6 & Successor Agency of RDA	\$	451,970.06	\$	32,365,462.25	\$	32,817,432.31

¹ In accordance with ABX1 26, the Belmont Redevelopment Agency was dissolved January 31, 2012 and the Successor Agency to the former RDA was established on February 1, 2012.

I certify that this report accurately reflects all investments of City of Belmont, Belmont Fire Protection District, Net Six, and Successor Agency, and is in conformance with the adopted Investment Policy mandated by Government Code 53646. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the Agency's budgeted expenditure requirement for the next six months.

Respectfully Submitted,

John Violet
City Treasurer



STAFF REPORT

Meeting Date: January 28, 2014

Agenda Item #8C

Agency: City of Belmont

Staff Contact: Dalia Manaois, Public Works Department, 650-595-7468, dmanaois@belmont.gov

Agenda Title: Resolution of the City Council Accepting Work and Authorizing the Issuance and Recordation of Notice of Completion to Intermountain Slurry Seal, Inc., for the 2013 Rubber Chip Seal and Slurry Seal Project, City Contract Number 2013-518

Agenda Action: Resolution

Recommendation

Adopt a resolution accepting the completed work and authorizing the issuance of a Notice of Completion to Intermountain Slurry Seal, Inc., for the 2013 Rubber Chip Seal and Slurry Seal Project, City Contract Number 2013-518.

Background

On April 9, 2013, the City Council authorized the advertisement and award of a contract to the lowest responsible bidder for an amount not to exceed \$565,000, and a ten percent construction contingency for the 2013 Rubber Chip Seal and Slurry Seal Project, City Contract Number 2013-518.

The work included dig-out repairs and patching of deteriorated pavement, the application of rubber chip seal and slurry seal over 56,810 square yards of City pavement, and the installation pedestrian ramps and traffic striping on Fifth Avenue, Yorkshire Way, Cipriani Boulevard and Monserat Avenue.

Analysis

On June 13, 2013, the City entered into a contract with Intermountain Slurry Seal, Inc. to perform the specified work and the project was completed within the allotted time. The project is now complete to the satisfaction of the City in accordance with the construction plans and specifications. The original contract was awarded for \$434,434. Three necessary change orders were issued in the amount of \$52,307.78. The final contract amount is \$486,741.78 which is 14% below budget. The City is retaining \$24,736.09 (5% of the contract amount) from the contractor to insure that all subcontractors and suppliers are paid. The City Council's formal acceptance of the work with authorization to issue and record a Notice of Completion facilitates the release of these monies back to the contractor. If there are no claims filed within 35 days of recording the Notice, final payment of the retained amount is made to the contractor.

The contractor will provide the City with a maintenance bond to guarantee the work for one year, as required by the construction contract. Upon closeout of the project, the City Clerk will file the Notice of Completion with the San Mateo County Clerk-Recorder's Office.

Alternatives

1. Take no action
2. Refer back to staff for more information

Attachments

A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Measure A Fund Account 234-3-730-3100-9030/Pavement Preventative Maintenance. The estimated CalRecycle grant reimbursable is approximately \$57,000.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ACCEPTING WORK AND AUTHORIZING THE ISSUANCE AND RECORDATION OF NOTICE OF COMPLETION TO INTERMOUNTAIN SLURRY SEAL, INC. FOR THE 2013 RUBBER CHIP SEAL AND SLURRY SEAL PROJECT, CITY CONTRACT NUMBER 2013-518

WHEREAS, on April 9, 2013, the City Council approved City Contract Number 2013-518 for the 2013 Rubber Chip Seal and Slurry Seal Project in the amount of \$565,000, plus an additional ten percent construction contingency; and,

WHEREAS, Intermountain Slurry Seal, Inc. was awarded the contract as the lowest responsive and responsible bidder; and,

WHEREAS, Intermountain Slurry Seal, Inc. has completed the contract work; and,

WHEREAS, the project is now complete to the satisfaction of the City in accordance with the construction plans and specifications.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Accepts the work as complete.

SECTION 2. Authorizes the City Clerk to issue Notice of Completion to Intermountain Slurry Seal, Inc.

SECTION 3. Authorizes the City Clerk upon final closeout of the project to file Notice of Completion with the San Mateo County Clerk-Recorder's Office for the 2013 Rubber Chip Seal and Slurry Seal Project, City Contract Number 2013-518.

* * *

ADOPTED January 28, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: January 28, 2014

Agenda Item #8D

Agency: City of Belmont

Staff Contact: Jennifer Rose, Finance Department, (650) 595-7453, jrose@belmont.gov

Agenda Title: Resolution Approving the Filing of a Grant Application in the Amount of \$550,000 for the C/CAG Priority Development Area Planning Program and Approving Commitment of the Required Matching Funds Not to Exceed \$110,000

Agenda Action: Resolution

Recommendation

Adopt resolution approving the filing of a grant application in the amount of \$550,000 for the C/CAG Priority Development Area (“PDA”) Planning Program and approving a commitment of the required matching funds not to exceed \$110,000.

Background

In January 2012, the Belmont City Council adopted a resolution designating the entire Belmont Village zoning district as a PDA. PDA’s are locally-identified, infill development opportunity areas within existing communities where there is local commitment to developing more housing near existing or planned fixed transit.

PDA’s were used to evaluate potential long term regional growth for development of “Plan Bay Area”—a long-range integrated transportation and land-use/housing strategy for the entire San Francisco Bay Area. Designated PDA’s are eligible to receive One Bay Area Grant Program funds that seek to direct investments of federal funds in a manner that stimulates the production of housing in areas well-served by transportation, particularly public transit.

The City/County Association of Governments of San Mateo County (“C/CAG”) is currently offering \$1.6 million through their PDA Planning Program to finance land use planning activities in designated San Mateo County PDA’s. The key goals of the C/CAG PDA Planning Program are:

- Support intensified land uses and increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors;
- Assist in streamlining the entitlement process and help PDA’s become more development ready;
- Address challenges to achieving infill development and higher densities.

The City is seeking authority from the City Council to file an application for a portion of these available grant funds to aid the City’s Downtown Belmont revitalization efforts. Applications for this grant are due to C/CAG by January 31, 2014 and funds will be awarded to jurisdictions in May 2014.

Analysis

In 2011, the City of Belmont was selected as one of four case study cities to participate in an Economic and Housing Opportunities (“ECHO”) Assessment offered through the Grand Boulevard Initiative.

ECHO Phase II specifically focused on the various implementation challenges facing communities wanting to encourage infill development along the El Camino Real Corridor. In May 2013, a memorandum was prepared by the case study technical consultants summarizing the findings and recommendations of the Belmont case study. One of the key recommendations to emerge from this case study was the suggestion that downtown Belmont could benefit from a higher-level planning effort (i.e. precise plan) focused on issues and activities that are typically outside the scope of the General Plan and Zoning Ordinance. Precise Plans are a regulatory tool used for coordinating future public and private improvements on specifically designated properties where special conditions such as size, shape, land ownership or existing/desired development require particular attention.

The City's draft Belmont Village General Plan, zoning, and design guidelines documents have already provided an opportunity for extensive community discussion about desired land uses and building types for downtown Belmont. A Downtown Belmont Precise Plan would complement and enhance the Belmont Village land use analysis work by:

- Developing geographically specific goals/priorities for different areas within downtown Belmont (i.e. residential areas vs. pedestrian retail corridor);
- Establishing desired building prototypes through a community process that considers specific building prototypes and educates the public about effective tools for ensuring building quality while still allowing developers to build financially feasible buildings; and,
- Developing area-wide parking, streetscape and financing implementation strategies that facilitate collaboration between the public and private sector.

The C/CAG Planning Program grant is an excellent opportunity for the City of Belmont to obtain the funding necessary to complete a precise planning effort, thereby implementing one of the most significant ECHO case study recommendations and furthering the City's priority for Economic Development 2.0 in Downtown Belmont.

Moreover, the City has benefitted from the ECHO consulting team's use of remaining project funds to provide technical assistance in preparing the C/CAG grant application at no cost to the City.

Alternatives

1. Direct staff to revise the project scope of work, budget, and or matching funds amount.
2. Take No Action, thereby not authorizing an application for the grant funds.

Attachments

- A. Resolution approving the filing of a grant application in the amount of \$550,000 for the C/CAG Priority Development Area (PDA) Planning Program and approving a commitment of the required matching funds not to exceed \$110,000

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Targeted Economic Development Project – 101-1-501-8351

A precise plan scope of work and budget has been prepared by the City's consultant team, estimating the total cost of a Downtown Belmont Precise Plan at approximately \$550,000, including the required environmental review. The C/CAG Planning Program rules require that cities provide a minimum funds match of 11.47% of the project total, or \$63,085. However, project evaluation criteria will award more points to cities that are able to offer a larger fund match percentage. After reviewing previously successful grant applications for this program, the Belmont team is recommending that the City of Belmont authorize a project funding match of 20%, or \$110,000.

In October 2013, the City Council adopted a resolution allocating \$35,000 of the City Council priority contingency funds towards economic development. If the City Council believes that a downtown Belmont precise planning effort is an appropriate use of additional contingency funds and meets the cities objectives for revitalization of the downtown area, \$75,000 in additional contingency funds could be made available to the economic development program by staggering projects identified for this funding source. A resolution authorizing the grant application and required funding has been prepared for the Council's consideration.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☒ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING THE FILING OF A GRANT APPLICATION IN THE AMOUNT OF \$550,000 FOR THE C/CAG PRIORITY DEVELOPMENT AREA (PDA) PLANNING PROGRAM AND APPROVING COMMITMENT OF MATCHING FUNDS NOT TO EXCEED \$110,000

WHEREAS, the City Council has established Targeted Economic Development as a city-wide priority calendar item; and,

WHEREAS, in January 2012, the City Council adopted Resolution No. 2012-004 designating the Belmont Village Zoning districts to be a Priority Development Area ("PDA"), as defined by the Association of Bay Area Governments, thus demonstrating the City's commitment to provide housing units and associated development near regional surface transportation systems; and,

WHEREAS, the City of Belmont is currently working to complete the Belmont Village General Plan element, zoning regulations, and design guidelines that establish a community vision for downtown Belmont and provide greatly expanded opportunities for development of new housing and retail near public transit; and,

WHEREAS, the City of Belmont was selected as a case study city for the Grand Boulevard's Initiative's Economic and Housing Opportunities ("ECHO") Assessment, the findings of which suggested that a precise planning effort for downtown Belmont would complement the Belmont Village planning efforts by focusing on tasks that are typically outside of the realm of land use and zoning, such as financing and implementation strategies; and,

WHEREAS, the City/County Association of Governments of San Mateo County ("C/CAG") has issued a call for projects for the C/CAG Priority Development Area Planning Program which offers approximately \$1,600,000 on a competitive basis for PDA planning and implementation projects that meet the program goals 1) to increase the supply of housing, including affordable housing, and jobs in areas around transit stations, 2) to assist in streamlining the entitlement process and help priority development areas become more development ready, and 3) to address challenges to achieving infill development and higher densities; and,

WHEREAS, the City has received free technical assistance for preparation of a project scope of work and estimated budget; and,

WHEREAS, the City wishes to submit an application to C/CAG for preparation of a Downtown Belmont Precise Plan with a total project budget of \$550,000; and,

WHEREAS, the City of Belmont is prepared to offer matching funds up to 20% of the total project cost, or \$110,000; and,

WHEREAS, the Belmont City Council has previously directed \$35,000 in funding to the City's economic development priority calendar item, and that the City Council believes directing

an additional \$75,000 in contingency funding is warranted to support downtown Belmont revitalization efforts.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Directs staff to submit an application to the City/County Association of Governments of San Mateo County's Priority Development Area (PDA) Planning Program for preparation of a Downtown Belmont Precise Plan with a total project budget of \$550,000 and pledging a City commitment of up to 20% matching funds, not to exceed \$110,000.

SECTION 2. Authorizes the City Manager to execute a funding agreement with City/County Association of Governments of San Mateo County to encumber any Priority Development Planning Program funds awarded.

* * *

ADOPTED January 28, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: January 28, 2014

Agenda Item # 8E

Agency: City of Belmont

Staff Contact: Captain Patrick Halleran, Police Department, 650-595-7430, path@belmont.gov

Agenda Title: Resolution of the City Council of the City of Belmont authorizing the Mayor to execute an Amended Joint Powers Authority Agreement with the San Mateo County Office of Emergency Services Organization

Agenda Action: Resolution

Recommendation

Staff recommends that the City Council authorize the Mayor to execute an amended Joint Powers Authority Agreement with the San Mateo County Office of Emergency Services Organization.

Background

The most recent version of the Joint Powers Authority agreement (JPA) was entered into in 1997. In January 2013, the Emergency Services Council (ESC) directed staff to review and revise the JPA. This was needed due to changes in the Homeland Security and Emergency Services field that occurred since 2001, and the agreement that governs how San Mateo County provides Emergency Services needed to reflect current laws, rules, directives, orders and trends. The ESC does not want the budget process or the funding formula to be revised at this time, thus no changes to that portion of the JPA have been made. The revised JPA has been updated to reflect the current relationships between the County of San Mateo and the participating cities/towns and other partners. This approach will provide a clear understanding of the mission of the ESC and the Emergency Managers/Coordinators within the County, cities/towns and other participating partner agencies/jurisdictions.

Analysis

Multi-agency and multi-jurisdictional responses to emergencies in California are required by the California Emergency Services Act (ESA) to use the Standardized Emergency Management System (SEMS). In addition, local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Local government is one of the five response levels within the Standardized Emergency Management System. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. The next level is the Operational Area, which consists of a county and all political subdivisions within the county boundary.

Over 30 years ago, San Mateo County cities and towns, and the County of San Mateo decided to manage the San Mateo County Operational Area (SMCOA) through a Joint Powers Agreement (JPA) that established the San Mateo Operational Area Emergency Services Organization and outlined the operational structure of and funding formula for the SMCOA. The SMCOA is governed by the Emergency Services Council (ESC), which is made up of one representative from each City/Town Council and one representative from the County Board of Supervisors.

In January 2013, at the direction of the ESC, a working group made up of emergency management professionals from multiple agencies within San Mateo County was formed and met several times over the past six months to draft a new JPA Agreement. The focus of the group was to:

- Modernize the agreement to include relevant language and address the issue of compliance with the Standardized Emergency Management System (SEMS, California) and the National Incident Management Systems (NIMS), which was agreed to by the County and all participating cities.
- Outline the over-arching responsibilities for the ESC and define the roles of the participants.

During the review and revision process, it was determined that:

- The original JPA document is not on file with the California Secretary of State, which is required under the Government Code.
- No Conflict of Interest Code has been adopted by the Authority and no Form 700s have been filed by Authority members representing their position on this particular Board.

Substantive Changes to the JPA Agreement include:

- The document has been revised in a format that is consistent with other Joint Powers Agreements.
- Recitals have been added to provide clear explanation of the mission of the ESC.
- Definitions have been updated to reflect current language used in the provision of emergency services and homeland security prevention, protection, response and recovery.
- Minimum recommended training requirements for Authority members have been added to include ICS 100, 700 and 402, which will ensure an understanding of the NIMS compliance obligations as well as provide a background in basic emergency management.
- Specific responsibilities of the Council have been added to include designation of a person or persons to participate in the Emergency Services Association meetings and activities (staff level participant)
- Non-voting member participants have been updated to include representatives from:
 - American Red Cross
 - San Mateo County Police and Fire Chiefs Association
 - Water Districts
 - Sanitary Districts
 - Harbor Districts
 - Port Authority
 - Transit Districts
 - Pacific Gas and Electric Company
 - San Mateo County Office of Education
 - Hospital Consortium
- The Advisory Committee has been expanded to include a Board Member from the Emergency Managers Association to allow for coordination and collaboration with the operations and planning staff.
- The Director of Emergency Services role has been re-defined to include the role of Grant Program Administrator in addition to the previous responsibilities.

- A general provisions section has been added to further define the purpose and member/partner participation of the Authority
- Emergency Preparedness and planning metrics have been added to the agreement to provide defined common preparedness responsibilities for all jurisdictions.
- Basic training and exercise requirements have been included to provide guidance to ensure NIMS compliance for all participants.
- A section has been added to provide specific explanation of the expectation of participation by cities, as well as consequences for non-participation.
- The responsibilities of both local coordinators (city/jurisdiction staff) and Op Area coordinators (County staff) have been spelled out.
- More detail has been added regarding the financial obligation should a member withdraw.
- Regular review and revision dates have been included to ensure compliance with established guidelines such as NIMS.

The draft document was presented to the County Police Chiefs, Fire Chiefs and City/Town Managers and legal counsel as appropriate, as well as the County Emergency Managers Association. The Conflict of Interest Code was reviewed by the County Counsel. All feedback received was incorporated into the final agreement.

Alternatives

1. Provide Alternate Direction.
2. Take No Action.

Attachments

- A. Resolution
- B. Updated JPA Document

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: BPFD Acct# 2232-115-8351

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☒ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE MAYOR TO EXECUTE AN AMENDED JOINT POWERS AUTHORITY AGREEMENT WITH THE SAN MATEO COUNTY OFFICE OF EMERGENCY SERVICES ORGANIZATION

WHEREAS, the most recent version of the San Mateo County Office of Emergency Service Organization Joint Powers Authority agreement (JPA) was entered into in 1997; and,

WHEREAS, in January 2013, the Emergency Services Council (ESC) directed staff to review and revise the JPA. This was needed due to changes in the Homeland Security and Emergency Services field that occurred since 2001, and the agreement that governs how San Mateo County provides Emergency Services needed to reflect current laws, rules, directives, orders and trends; and,

WHEREAS, a working group made up of emergency management professionals from multiple agencies within San Mateo County was formed and drafted a new JPA Agreement.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

The Mayor of the City of Belmont is authorized to execute an Amended Joint Powers Authority Agreement with the San Mateo County Office of Emergency Services Organization.

* * *

ADOPTED January 28, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

ATTACHMENT "B"

First Amended Joint Exercise of Powers Agreement San Mateo Operational Area Emergency Services Organization

This Agreement which supersedes in its entirety the San Mateo County Operational Area Joint Powers Agreement as revised on the 3rd day of April, 1997, which established the San Mateo Operational Area Emergency Services Organization, pursuant to the provisions of the Joint Exercise of Powers Act (Title 1, Division 7, Article 1, 6500 *et seq.* of the California Govt. Code), is by and between the County of San Mateo and those cities and towns within the County of San Mateo and other identified partners who become signatories to this agreement, and relates to the joint exercise of powers among the signatories hereto.

RECITALS

Whereas the Members want to establish a unified emergency services organization; and,

Whereas the Members agree that the purpose of this organization will be to operate pursuant to Presidential Directive 5, the National Response Framework, National Incident Management System (NIMS), Presidential Directive 8, the National Preparedness Goal and California's Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans and Annexes; and,

Whereas the Members agree that the participants within this organization will include all local governments within the geographic area of the County, special districts, unincorporated areas, and participating non-governmental entities; and,

Whereas the Members agree that the collective goal is to provide coordinated plans for the protection of persons and property based on the four phases of emergency management, prevention, protection, response, and recovery; and,

Whereas the Members agree to provide support for certain communications systems, to include the Regional Public Alerting and Notification Systems, such as SMC Alert and TENS, as well as other Situational Awareness Tools; and

Whereas the Members are committed to cooperatively addressing the challenges of sustaining and managing a hazardous materials emergency response program; and,

Whereas the Members have the authority to enter into this Agreement under the Joint Exercise of Powers Act, California Government Code Section 6500 *et seq.* (the "Act").

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the Members as herein contained, the Members agree as follows:

Article I - GENERAL PROVISIONS

1.01 Purpose.

This Agreement creates an entity to exercise the powers shared in common by its Members to engage in local and regional cooperative planning, coordination and delivery of services. As part of this Agreement purpose, Members seek to meet or enhance the current Emergency Response Planning and Management Capabilities within the Operational Area. Further, Members seek to support existing

regional Public Information and Notification systems, and to continue to support the regional hazardous materials emergency response program. Such purposes are to be accomplished and the Members' common powers exercised as set forth in this Agreement.

1.02 Creation of Authority.

Pursuant to the Joint Exercise of Powers Act, the Members hereby create a public entity to be known as the "San Mateo Operational Area Emergency Services Authority" (the "Authority"). The Authority shall be a public entity separate and apart from the Members. The geographic jurisdiction of the Authority is all territory within the geographic boundaries of the Members; however the Authority may undertake any action outside those geographic boundaries as is necessary and incidental to accomplishing its purpose.

1.03 Membership in the Authority.

Membership in the Authority is limited to public entities, as defined by the Joint Exercise of Powers Act, located or operating in San Mateo County that have approved and executed this Agreement, and contributed resources of any kind toward establishing and supporting the Authority (including, but not limited to financial, personnel, equipment, or other resources), as approved by the Council

1.04 Participating Members/Partners in the Authority. Participation in the Authority is to ensure cooperative emergency planning and response, all participating members and partners are expected to attend all regular and special meetings of the Area Emergency Services Council, agree to active participation by their jurisdictions in the development of plans and training programs, drills, exercises and training opportunities, and otherwise assist in supporting the implementation of this agreement. Each member jurisdiction shall identify and designate at the beginning of each fiscal year, a local coordinator for regular participation in San Mateo County Emergency Managers Association Meetings and all other activities. Should the identified Coordinator change at any time during the year, the member jurisdiction shall notify the Director of Emergency Services within 30 days. If a member jurisdiction participates in a protection district contract relationship for the provision of emergency services, they are still required to name a local coordinator who will assure the continuity of communication between the member agency, the County Office of Emergency Services and the Emergency Services Council.

Article II - COMMON TERMINOLOGY

2.1 All-Hazards: "Grouping classification encompassing all conditions, environmental or manmade, that have the potential to cause injury, or death; damage to or loss of equipment, infrastructure services, or property; or alternately causing functional degradation to societal, economic or environmental aspects. Annotation: All hazards preparedness ensures that if a disaster occurs, people are ready to get through it safely, and respond to it effectively. FEMA began development of an Integrated Emergency Management System with an all-hazards approach that included 'direction, control and warning systems which are common to the full range of emergencies from small isolated events to the ultimate emergency – war.'" (DHS, *Lexicon*, October 23, 2007, p. 1)

2.2 Catastrophe: An event in which a society incurs, or is threatened to incur, such losses to persons and/or property that the entire society is affected and extraordinary resources and skills are required, some of which must come from other nations.

2.3 Community Emergency Response Team (CERT): "Community Emergency Response Team" (CERT) training is one way for citizens to prepare for an emergency. CERT training is designed to prepare people to help themselves, their families and their neighbors in the event of a catastrophic

disaster. Because emergency services personnel may not be able to help everyone immediately, residents can make a difference by using the training obtained in the CERT course to save lives and protect property.” (DHS, *National Response Framework* (Comment Draft). DHS, September 10, 2007, p. 18)

2.4 Command: “Command comprises the IC [Incident Commander] and the Command Staff. Command staff positions are established to assign responsibility for key activities not specifically identified in the General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO), in addition to various others, as required and assigned by the IC.” (DHS, *NIMS*, 2004, p. 13)

2.5 Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.

2.6 Emergency Management: As subset of incident management, the coordination and integration of all activities necessary to build, sustain and improve the capability to prepare for, protect against, respond to, recover from or mitigate against threatened or actual natural disasters, acts of terrorism or other manmade disasters.

2.7 Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county) or some combination thereof.

2.8 Incident: An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

2.9 Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

2.10 Local Emergency: The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within territorial limits of a county, city and county, or city caused by such conditions as fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, earthquake, tsunami or other conditions which are likely to be beyond the control of the services, personnel, equipment and facilities of that local political subdivision to combat.

2.11 Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village or other public entity. See Section 2 (10), Homeland Security Act of 2002, P.L. 107-296, 116 Stat. 2135 (2002).

2.12 Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

2.13 National Incident Management System (NIMS): System that provides a proactive approach guiding government agencies at all levels, the private sector and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, in order to reduce the loss of life or property and harm to the environment.

2.14 National Response Framework: This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

2.15 Operational Area: An intermediate level of the state emergency services organization, consisting of the County and all political subdivisions within the county area. In a state of emergency, the operational area shall serve as a link in the system of communications and coordination between the political subdivisions comprising the operational area and the Regional or State Emergency Operations Center.

2.16 Preparedness: Actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain and improve operational capabilities. Preparedness is the process of identifying the personnel, training and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

2.17 Recovery: The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment

of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting and development of initiatives to mitigate the effects of future incidents.

2.18 Resources: Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the National Incident Management System, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

2.19 Response: Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

2.20 Standardized Emergency Management System: The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements.

SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational (OA) Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Article III - AUTHORITY OF MEMBERS

3.01 Composition of the Council

The Authority shall be administered by the Emergency Services Council (the "Council") consisting of the following:

- a) A member of the San Mateo County Board of Supervisors, who shall be designated by the Supervisors.
- b) The Mayor of each City or, in the case of his/her inability to attend, an alternate may be selected by the City from the City Council to represent the jurisdiction.
- c) The Chair of the Emergency Services Council shall be the representative from the Board of Supervisors unless a majority of the Council vote to select another of their members to be the chair and an alternate vice-chair shall be selected by the Council by the membership.

3.02 Minimum Recommended Training Requirements

To ensure NIMS Compliance among the Authority the following training curriculum is being proposed.

- a) ICS-100: Introduction to ICS or equivalent
- b) FEMA IS 700.a: NIMS An Introduction
- c) ICS-402: Incident Command System (ICS) Overview for Executives/Senior Officials(G402)

3.03 General Purpose of the Joint Powers Authority.

The general purpose of the Authority is to:

- a) Provide structure for administrative and fiscal oversight;
- b) Identify and pursue funding sources;
- c) Set policy;
- d) Maximize the utilization of available resources; and
- e) Oversee all Committee activities.

3.04 Specific Responsibilities of the Authority.

The specific responsibilities of the Authority shall be as follows:

- a) To review and recommend adoption by the Board of Supervisors and City Councils of each City, Emergency Plans, programs and agreements, in addition to the basic agreements as determined necessary to carry out the purpose of the Emergency Services Organization.
- b) To approve an annual budget in an amount necessary to carry out the purposes of the Emergency Services Organization. Upon review and approval of the annual budget by the Authority, each member shall recommend the budget to the governing body of the county and each of the cities for the purpose of securing from each of the appropriations in accord with each party's identified allocation.

3.05 Meetings of the Authority.

- a) Regular Meetings. The Authority shall approve a schedule for its regular meetings provided, however, that the Authority shall hold at least one regular meeting quarterly. The Authority shall fix the date, hour and location of regular meetings by resolution and the Secretary shall transmit a copy of the resolution to each Member.
- b) Special Meetings. Special meetings of the Authority may be called by the Chair.
- c) Call, Notice and Conduct of Meetings. All meetings of the Authority, including without limitation, regular, adjourned regular and special meetings, shall be noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 *et seq.* As soon as practicable, but no later than the time of posting, the Secretary shall provide notice and the agenda to each Member.

3.06 Minutes.

The Secretary shall cause to be kept minutes of the meetings of the Council and shall, as soon as practicable after each meeting, cause a copy of the minutes to be made available to each the Chair, the Members and other interested parties upon request. The audio recording of all meetings will be posted on the SMC OES Website.

The written minutes shall consist of a summary of the information provided to and any actions taken by the Authority.

3.07 Voting.

All voting power of the Authority shall reside in the Council. Each Member shall have one vote. An alternate member may participate and vote in the proceedings of the Authority only in the absence of that alternate's member. No absentee ballot or proxy is permitted.

3.08 Quorum; Required Votes; Approvals.

A majority of the Members (shall be one more than half) shall constitute a quorum of the Council for the transaction of business. The affirmative votes of a quorum of the Members shall be required to take any action by the Authority.

Article IV – PARTICIPATING PARTNERS, EMPLOYEES AND ADVISORY COMMITTEES

4.01 Participating Partners.

In order to ensure cooperative emergency planning and response, the following may be invited to attend, as non-voting members, all regular and special meetings of the Area Emergency Services Council, participate in the development of plans and training programs, and otherwise assist in supporting the implementation of this agreement:

- a) A representative of the American Red Cross to be appointed by the Chair with the approval of the Council.
- b) One representative each from the San Mateo County Fire Chiefs Association and the San Mateo County Police Chiefs Association as may be appointed by the Chair with approval of the Council.
- c) One representative for Water Districts as may be appointed by the Chair with approval of the Council.
- d) One representative for Sanitary Districts as may be appointed by the Chair with approval of the Council.
- e) One representative for Harbor District as may be appointed by the Chair with approval of the Council.
- f) One representative for the Port Authority as may be appointed by the Chair with approval of the Council.
- g) One representative for Transit District as may be appointed by the Chair with approval of the Council.
- h) One representative for Pacific, Gas and Electric Company as may be appointed by the Chair with approval of the Council.
- i) One representative for the Office of Education as may be appointed by the Chair with approval of the Council.
- j) One representative for the Hospital Consortium as may be appointed by the Chair with approval of the Council.
- k) One representative for the EMS Agency as may be appointed by the Chair with approval of the Council.
- l) One representative for the San Mateo Emergency Managers Association as may be appointed by the Chair with approval of the Council.

Should other interested parties be identified for participation, the Authority shall consider a written request for participation and may be appointed by the Chair with approval of the Council.

4.02 Treasurer.

The Treasurer and Tax Collector of the County of San Mateo shall be the Treasurer of the Authority.

The Treasurer shall be the depository, shall have custody of the accounts, funds and money of the Authority from whatever source, and shall have the duties and obligations set forth in the Joint Exercise of Powers Act. There shall be a strict accountability of all funds and report of all receipts and disbursements.

4.03 Auditor.

The Controller of the County of San Mateo shall be the Auditor of the Authority.

The Auditor shall perform the functions of auditor for the Authority and shall make or cause an independent annual audit of the accounts and records of the Authority by a certified public accountant, in compliance with the requirements of the Joint Exercise of Powers Act and generally accepted auditing standards.

4.04 Legal Counsel.

The San Mateo County Counsel shall be the legal counsel for the Authority. To the extent permitted by the Joint Exercise of Powers Act, the Authority may change, by resolution, the Legal Counsel of the Authority.

4.05 Secretary to the Authority.

The San Mateo County Office of Emergency Services shall provide a Secretary and administrative support to the Authority.

4.06 Other Employees.

The Authority shall have the power by resolution to appoint and employ such other officers, employees, consultants and independent contractors as may be necessary to carry-out the purpose of this Agreement. Those Officers of the Authority who have charge of, handle or have access to any property of the entity shall be designated by the Authority and shall file a bond in an amount to be fixed by the contracting parties.

4.07 Administrative Committee.

The Authority shall establish the Administrative Committee.

- a) The Administrative Committee shall consist of the County Manager, 4 City Manager/Administrators selected from among the city managers and city administrators of the participating cities, and a Board Member of the San Mateo County Emergency Management Association.
- b) The Administrative Committee shall be representative of the identified Zones within the County, to include North, Central, South and County. All participants shall be identified at the beginning of each fiscal year. (June meeting)
- c) The Director of Emergency Services, as herein after established, who shall act as the Secretary, ex-officio.

The Administrative Committee reviews and makes recommendations to the Area Emergency Services Council on budgets, projects, work plans, training and exercise, collaborative planning efforts, and other policy issues that come before the Council.

4.08 Director of Emergency Services.

The Sheriff or his/her designee shall be the Director of Emergency Services. The Director will be responsible for the on-going operation and administration of the Area Office of Emergency Services including:

- a) Emergency Response- coordination and planning during any regional emergency in accordance with adopted emergency plans.
- b) Plans and Operations- preparation, development, coordination, and integration of compatible and complimentary unified area wide emergency plans for approval by the State of California and adoption by the Council.
- c) Communications- coordination, development and maintenance of an area-wide emergency communications service, including public alert and warning, and other situational awareness tools.
- d) Public Education and Information- coordination and support of an area-wide public education and information program.
- e) Training and Exercise- coordination and assistance in the training and exercising of all County employees identified as Disaster Service Workers, as defined by Sect. 3100CGC and volunteers. The member cities will be responsible for the training and exercise of their identified employees; however OES will provide needed support as requested.
- f) Grant Program Administration- coordination and assistance with designated emergency coordinators within the Operational Area in the securing and distribution of grant funds for regional emergency management initiatives and program support.

- g) General Administration- coordination and assistance in the procurement and inventory of emergency equipment, management of, maintenance and distribution of area-wide inventories of vital supplies and equipment.

The Director of Emergency Services shall be furnished with staff as is necessary, and authorized by the Council, to carry out the identified duties. The Director of Emergency Services is not the EOC Director unless the circumstances dictate so.

The Area Emergency Services Staff shall be civil service employees of the County of San Mateo and shall be appointed by the Sheriff. Necessary personnel, administrative, fiscal and logistic support shall be furnished by the County subject to reimbursement by the Emergency Services Council.

Article V – MUTUAL RESPONSIBILITIES

5.01 Emergency Preparedness and Planning Standards- The county and cities shall each accept primary responsibility for the readiness within their respective jurisdictions and development of disaster preparedness plans which shall be compatible with and complimentary to the area-wide emergency planning and organization, formulated pursuant to this agreement. As such, the following common preparedness responsibilities and basic measurement standards to insure a comparable level of readiness among all of the jurisdictions has been developed to include:

- a) Adopt an Emergency Operations Plan and Annexes, review and update no less than every three years
- b) Have a Local Hazard Mitigation Plan, internally reviewed annually and provide updates as required, and approved by FEMA. (Currently no less than every five years)
- c) Participate in the Op Area Multi-Year Training/Exercise Planning
- d) Use NIMCAST to report Readiness (a self-assessment tool from Homeland Security)
- e) Adopt use of the Homeland Security Exercise and Evaluation Program
- f) Participate in Meetings and activities including the Emergency Managers Association
- g) Participate in Training and Exercises
- h) Prepare and maintain necessary plans and agreements to facilitate emergency sheltering

Each member of the Council shall report on the Standards annually at the September meeting to ensure all efforts towards compliance are being made.

5.02 Training and Exercise- A Training and Exercise Plan is a means to establishing a standard of readiness and initiates a basic knowledge and capability skill set. Full participation by JPA Member Emergency Managers and other Op Area stakeholders is important to developing a multi-year training program. An annual planning workshop is facilitated to put the plan together and accommodates the needs of the stakeholders. Full commitment and participation by the JPA Member Agencies and participating partners will also be expected in the annual exercise, in some capacity, to ensure the preparedness level of our Operation Area. Further, Members agree to support the NIMS compliance of each of their jurisdictions.

5.03-Local Coordinator Responsibilities- As all Members have joined this Authority with a commitment to engage in local and regional cooperative planning, coordination and delivery of services. Each jurisdiction will provide local support of the emergency management effort through staff with primary or secondary responsibilities that will include but are not limited to the following:

- a) Management/Coordination of the Local Emergency Operations Center (EOC) – (functional and support services)
- b) Provide liaison support to the Emergency Operations Center (EOC) Director or his/her designee in emergency or disaster situations.

- c) Participate with a Planning and Exercise Design Team as well as complete a 3-5 year Training and Exercise Program that is HSEEP compliant.
- d) Training various department personnel to establish and operate a department Operating Center (D.O.C.)
- e) Oversee the preparation and prepare and modify elements of the local Emergency Operations Plan and Disaster Recovery Plan to ensure compatibility with the Operational Area Emergency Operations Plan and Annexes.
- f) Develop relationships with representatives of local departments, public and private support and relief agencies, business, educational, homeowners' and other groups regarding emergency services; prepare specialized plans designed to meet the needs of various sections of the community.
- g) Prepare and disseminate training materials to ensure effective response in a disaster situation;
- h) Develop, train and maintain a Community Emergency Response Team (CERT) system
- i) Develop relationships with representatives of state and federal agencies; review legislation, regulations and other documentation to ensure that the City is in compliance with such regulations and avails itself of all financial and other resources.
- j) Respond to the Emergency Operations Center when it is activated; ensures that appropriate documents are available at the center and provides liaison and coordinative support as required.

5.04 Operational Area Coordinator Responsibilities- In addition to the roles and responsibilities identified in Section 4.08, The Director of Emergency Services will provide staff in direct support of the Local Coordinators. These Operational Area Coordinators are not intended to replace local staff as they do not have the required authority within local jurisdictions to operate as the primary coordinators. They will however provide the following services which include but are not limited to:

- a) Develop, review and update emergency operations plans.
- b) Develop, review and update detailed standard operating procedures, checklists and resource documents.
- c) Compile data and prepare program papers and progress reports for the jurisdictions served.
- d) Compile and review jurisdictional data in support of the annual Standards Review.
- e) Support a Planning and Exercise Design Team as well as complete a 3-5 year Training and Exercise Program that is HSEEP compliant.
- f) Act as information, education and/or resource officer for the jurisdictions served.
- g) Speak to civic groups, clubs, and organizations to promote emergency services programs encouraging public understanding and support.
- h) Work cooperatively with other office staff on area-wide projects and in training programs.

5.05 Supplemental Operations Support – In an effort to provide advanced training and to support emergency mutual aid during localized disasters/events, the Director of Emergency Services (Director) will pilot an Emergency Management Support Team (EMST). The desired end state of the EMST is to have a group of trained individuals who can support, not supplant or replace, local city/county EOC staff during isolated incidents. The recruitment, training and exercise schedule for EMST will be determined by the Director. Participation in and support of the EMST is completely voluntary by the Members; however, only those Members who participate in the EMST to the satisfaction of the Director will be entitled to receive no-cost support of the EMST upon request. In general, the number of participants on the EMST from Members will be based on population as follows:

Member population	Member staff on EMST
Under 25,000	1-2
25,000-100,000	2-3
100,000-250,000	3-5

Participation in the EMST does not guarantee a Member agency support during an incident; the Director will be responsible for evaluating the size/complexity of the incident and determining whether or not EMST members will be deployed.

Article VI – BUDGET and COST-SHARING

In consideration of the mutual promises herein contained it is hereby agreed that the cost of maintaining the Area Emergency Services Organization will be shared as described below.

- a) From the total amount of the annual budget there shall be deducted estimated revenue from federal “matching funds”, state grants, and other service revenues.
- b) The balance of the annual budget remaining after anticipated revenues have been deducted shall be paid as follows:
 1. The county shall pay 50% of the remaining balance.
 2. The cities shall pay the remaining 50% of the balance, apportioned in accordance with the following formula:
 - i. One half of said 50% to be apportioned by people units or population.
 - a) Total population of all member cities divided into one-half of the total of the cities share of the budget equals a factor in cents.
 - b) Population of each member city times the factor in cents equals the share for each city.
 - ii. The remaining one-half of said 50% to be apportioned on the basis of assessed valuation as follows:
 - a) Total assessed value of real and personal property in all member cities divided into one-half of the total of the cities share of the budget equals a factor in mils
 - b) Assessed value of real and personal property of each member city times the factor in mils equals the share for each city
- c) For the purpose of this agreement the total assessed valuation of real and personal property in all contracting cities shall be the most recent such total maintained by the offices of the County Assessor.
- d) The figures used for population in each city shall be determined by a method and from a source that is mutually acceptable to the majority of members.
- e) It is understood and agreed that the financial obligations incurred by the county and the member cities under the provisions of this agreement will be incurred annually, subject to the limitation that the county and cities are financially able to make funds available.
- f) If the members representing 25% or more of the county’s population do not approve the budget in any fiscal year, the proposed budget will be referred back to the Area Emergency Services Coordinator and the Administrative Committee for revision and recommendation. If no resolution can be reached by the committee, the members may proceed to adopt budgets that provide those services they deem necessary for adequate emergency services protection as a whole, but any member shall be financially responsible for that portion of the budget unilaterally adopted. Any member which does not meet its financial commitment under an adopted budget will lose its voting status and such other privileges of membership as the Council shall determine.

Article VII - INSURANCE

- a) The County shall add the Emergency Services Organization to its existing excess liability insurance coverage and shall maintain such coverage in full force and effect during the life of the agreement. Unless the Area Emergency Services Council decides otherwise, County shall provide for the defense of any claims or litigation within the \$250,000 self-insured retention. Legal representation by the County will ordinarily be provided by the County Counsel.
- b) Any out of pocket expense or loss, by way of judgment or settlement, arising out of the operation of this Agreement, within the limits of the County's \$250,000 self-insured retention shall be shared by the parties in accordance with the formula as described in Article VI (b).

Article VIII - EFFECTIVENESS

This agreement shall be effective upon its execution by all member cities and the Board of Supervisors. It is effective as to new members upon adoption and approval by the Area Emergency Services Council and by the new member's legislative body. This agreement shall continue in effect until terminated as provided herein.

Article IX - WITHDRAWAL AND TERMINATION

9.01 Withdrawal by Members.

- a) This agreement may be terminated as to any of the parties by written notice given by such party to all other parties which notice shall be given at least 120 days prior to the commencement of the fiscal year in which it is to take effect. For the purpose of such notice a fiscal year is defined as July 1 of a calendar year through June 30 of the succeeding calendar year.
- b) Any former or prospective member may enter or re-enter the organization by petition to the Area Emergency Services Council by its governing body, and majority approval of the petition by the Area Emergency Services Council. Upon approval, the new member must agree in writing to all terms of this agreement.
- c) Should a jurisdiction withdraw after the start of a fiscal year, they will be responsible for the contribution as per the formula and no refund will be owed.
- d) Should a member give required notice, the contribution of that city funding will be divided equally by formula among the remaining cities.

9.02 Termination of Authority and Disposition of Authority Assets.

This agreement shall terminate effective upon a vote of the Area Emergency Services Council by the County and by at least eleven (11) cities representing the majority of the population of the County. Upon termination of this agreement, title to all property acquired by the Area Emergency Services Organization or with any funds of the Area Emergency Services Organization shall remain with the County for use on a county wide basis. Surplus funds will be returned to each party in proportion to the contribution made.

Article X - MISCELLANEOUS PROVISIONS

10.01 Notices.

It shall be the responsibility of the Director of Emergency Services or his/her designee to ensure all notices are provided to members and posted in compliance with the legal requirements of the JPA.

10.02 Amendment.

This Document will be reviewed for content no less than every five years.

10.03 Severability.

If any one or more of the terms, provisions, promises, covenants, or conditions of this Agreement were, to any extent, adjudged invalid, unenforceable, void, or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

10.04 Successors.

This Agreement shall be binding upon and shall inure to the benefit of the successors of each Member.

10.05 Assignment.

No Member shall assign any rights or obligations under this Agreement without the prior written consent of the Authority.

10.06 Governing Law.

This Agreement is made and to be performed in the State of California, and as such California substantive and procedural law shall apply. Venue for any litigation under this Agreement shall be in the County of San Mateo.

10.07 Headings.

The section headings herein are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

10.08 Counterparts.

This Agreement may be executed in counterparts.

10.09 No Third Party Beneficiaries.

This Agreement and the obligations hereunder are not intended to benefit any party other than the Authority and its Members, except as expressly provided otherwise herein. No entity that is not a signatory to this Agreement shall have any rights or causes of action against any party to this Agreement as a result of that party's performance or non-performance under this Agreement, except as expressly provided otherwise herein.

10.10 Filing of Notice of Agreement.

Within 30 days after the Effective Date, the Secretary shall cause to be filed with the Secretary of State the notice of Agreement required by the Act. Within 30 days after any amendment to this Agreement, the Secretary shall file the amendment with the Secretary of State.

10.11 Conflict of Interest Code.

The Authority shall adopt a conflict of interest code as required by law.

10.12 Indemnification.

The Authority shall defend, indemnify and hold harmless each Member (and each Member's officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees), arising from or as a result of any acts, errors or omissions of the Authority or its officers, agents or employees.

Each Member shall defend, indemnify and hold harmless the other Members (and their officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees), arising from or as a result of any acts, errors or omissions of that party or its officers, agents or employees.

10.13 Dispute Resolution/Legal Proceedings.

Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Members and/or the Authority.

10.14 Confirmation of Jurisdictional Authority.

By signing this Agreement, the participating partners retain all authority granted to them by the State and/or their respective Charters. The powers and/or authority granted pursuant to this Agreement shall in no way serve to limit or restrict an individual partner's jurisdictional authority.

IN WITNESS WHEREOF, each Member has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, as follows:

Signatories	Resolution/Action Number	Date of Adoption
Atherton		
Belmont		
Brisbane		
Burlingame		
Colma		
Daly City		
East Palo Alto		
Foster City		
Half Moon Bay		
Hillsborough		
Menlo Park		
Millbrae		
Pacifica		
Portola Valley		
Redwood City		
San Bruno		
San Carlos		
San Mateo		
South San Francisco		
Woodside		
County of San Mateo		



STAFF REPORT

Meeting Date: January 28, 2014

Agenda Item #8F

Agency: City of Belmont

Staff Contact: Thomas Fil, Finance Department, (650) 595-7435 tfil@belmont.gov

Agenda Title: Resolution of the City Council Approving a Service Agreement with Magis Advisors to Perform Services as Financial Advisor

Agenda Action: Resolution

Recommendation

It is recommended that the City Council approve the attached resolution authorizing the City Manager to execute a Service Agreement with Magis Advisors to perform services for the City of Belmont as financial advisor.

Background

From time to time the City has need of financial advisory services related to issuing bonds that are highly technical and require the services of a financial advisor with specialized expertise.

Analysis

Magis Advisors has served as the City's financial advisor for over a decade and has provided superior service during that time. The City Treasurer and Finance Director wish to continue to engage Magis Advisors for future bond issues.

Staff requests that the City Council authorize the procurement of financial advisory services, on an as needed basis, from Magis Advisors at the rates set forth in Exhibit A to the proposed resolution accompanying this report, and contingent upon the availability of existing funds.

There is a companion report recommending the engagement of Quint & Thimmig LLP as bond and disclosure counsel in connection with the same future bond issues.

Alternatives

1. Deny the requested authority.
2. Continue the item for further discussion.

Attachments

- A. Implementing Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed:

Financial advisory services rendered in the process of issuing a bond are a component of what is called “bond issuance cost”. Payment of bond issuance costs are typically contingent upon the issuance of the bonds and are routinely paid from bond proceeds. As a result, they generally will not have a direct financial impact on the City’s fund balance reserves or require the use of revenues earmarked for other services. For other matters, the authorization for procurement of financial advisory services requested is limited to the amount of available funds appropriated within the fiscal year budget for that purpose.

The timing of debt issues is predicated on many factors and, as a consequence, the fiscal year budget as originally adopted, may need to be amended to reflect a particular bond issuance. If not originally appropriated in the fiscal year budget, staff will request an amendment contemporaneous with the approval of the debt issue to provide appropriation authority for this purpose.

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING A SERVICE AGREEMENT WITH MAGIS ADVISORS TO PERFORM SERVICES AS FINANCIAL ADVISOR

WHEREAS, from time to time the City has need of financial advisory services related to bond issuance; and,

WHEREAS, the financial advisory firm Magis Advisors has demonstrated expertise in this field; and,

WHEREAS, financial advisory services rendered in the process of issuing a bond are a component of bond issuance costs and are typically contingent upon the issuance of the bonds, routinely paid from bond proceeds, and generally will not have a direct financial impact on the City's fund balance reserves or require the use of revenues earmarked for other services; and,

WHEREAS, the timing of debt issues is predicated on many factors and, as a consequence, the fiscal year budget as originally adopted, may need to be amended to reflect a particular bond issuance and provide appropriation authority for this purpose; and,

WHEREAS, for other matters, the authorization granted herein for procurement of financial advisory services is limited to the amount of available funds appropriated within a fiscal year budget for that purpose.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute an agreement purchasing financial advisor services from Magis Advisors at the rates set forth in Exhibit A. This authorization is limited to the amount of available funds appropriated within a fiscal year budget for that purpose.

* * *

ADOPTED January 28, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT “A”

SCHEDULE OF FEES

PART I. COMPETITIVE SALE

Total compensation (excluding expenses) (i) for performing the **General Financial Advisory Services** Tasks 1 through 4 described in Exhibit A – Scope of Services, and (ii) for completion of **Specific Financial Advisory Services** Tasks 1-18 also described in Exhibit A - Scope of Services, are based on the complexity of the bond issue, the use of the proceeds and the credit characteristics of the offering as follows:

Table 1: Competitive Sale Arrangements: \$3.0 million to \$40.0 million ⁽¹⁾

<i>Transaction Type</i>	<i>New Money</i>	<i>Refunding ⁽²⁾</i>	<i>Add'l Series ⁽³⁾</i>
General obligation bonds	\$ 32,500	\$ 35,000	\$ 2,000
Enterprise revenue (water or sewer)	38,500	42,000	2,500
Other revenue (solid waste, JPA, etc)	40,000	43,500	2,500
Lease revenue/COP	42,500	46,500	2,500
Tax increment/allocation	47,000	52,000	3,500
Special assessment ⁽⁴⁾	52,000	56,000	4,000
Special tax/Mello Roos CFD ⁽⁴⁾	56,000	66,000	4,000

PART II. NEGOTIATED SALE

Total compensation (excluding expenses) (i) for performing the **General Financial Advisory Services** Tasks 1 through 4 described in Exhibit A - Scope of Services, and (ii) for completion of **Specific Financial Advisory Services** Tasks 1 - 10 and Tasks 19 - 28 described in Exhibit A - Scope of Services are based on the complexity of the bond issue, the use of the proceeds and the credit characteristics of the offering as follows:

Table 2: Negotiated Sale Arrangements: \$5.0 million to \$50.0 million ⁽⁵⁾

<i>Transaction Type</i>	<i>New Money</i>	<i>Refunding ⁽²⁾</i>	<i>Add'l Series ⁽³⁾</i>
General obligation bonds	\$ 26,500	\$ 28,500	\$ 1,000
Enterprise revenue (water or sewer)	32,000	34,000	2,000
Other revenue (solid waste, JPA, etc)	34,500	37,500	4,200
Lease revenue/COP	36,750	40,500	4,000
Tax increment/allocation	41,750	46,000	5,000
Special assessment ⁽⁴⁾	46,000	49,000	2,500
Special tax/Mello Roos CFD ⁽⁴⁾	46,000	54,000	5,000

PART III. PRIVATE OR BANK PLACEMENTS

Total compensation (excluding expenses) (i) for performing the **General Financial Advisory Services** Tasks 1 through 4 described in Exhibit A - Scope of Services, and (ii) for completion of **Specific Financial Advisory Services** Tasks 1 - 10 and Tasks 29 - 30 described in Exhibit A - Scope of Services are based on the complexity of the Loan, the use of the proceeds and the credit characteristics of the offering as follows:

Table 2: Private and Bank Placements: \$0.5 million to \$5.0 million ⁽⁶⁾

<i>Transaction Type</i>	<i>New Money</i>	<i>Refunding</i> ⁽²⁾	<i>Add'l Series</i> ⁽³⁾
Enterprise revenue (water or sewer)	\$ 15,500	\$ 17,500	\$ 1,000
Other revenue (solid waste, JPA, etc)	23,500	26,500	4,200
Lease revenue/COP	25,750	29,500	4,000
Tax increment/allocation	30,750	35,000	5,000
Special assessment ⁽⁴⁾	35,000	38,000	2,500
Special tax/Mello Roos CFD ⁽⁴⁾	35,000	43,000	5,000

PART IV. NOTES TO TABLE 1 AND TABLE 2:

(1) Competitive sales less than \$3.0 million will be priced according to the issuer's requirements by mutual agreement between Consultant and Client. Sales over \$40.0 million will be priced at the fee indicated plus a surcharge negotiated with the issuer.

(2) Quotes for refunding issues assume: (a) not more than two series of bonds are to be refunded; (b) one "transferred proceeds" calculation is required; and (c) refunding proceeds are invested in U.S. Treasury SLGs. Extensive escrow modeling above these requirements or use of open market securities for defeasance escrow is "Additional Work" for which Consultant shall be compensated separately.

(3) Per additional series, up to four total series. No additional fee above four total series.

(4) Special assessment and special tax/Mello Roos issue fees are for services delivered subsequent to resolution of formation. Services delivered prior to the adoption of such resolution are "Additional Work."

(5) Negotiated sales less than \$5.0 million will be priced according to the issuer's requirements by mutual agreement between Consultant and Client. Sales over \$50.0 million will be priced at the fee indicated plus a surcharge negotiated with the issuer.

(6) Private or bank placements greater than \$5.0 million will be priced according to the issuer's requirements by mutual agreement between consultant and Client.

Please note the following: Initial offerings for enterprise revenue issues and or/ JPA issues are also subject to a one-time surcharge of 40% of the indicated fee amounts.

Services delivered to Client that are “Additional Work” will be charged at the hourly rates shown below. The rates shown below are reviewed annually and are subject to adjustment (at no more than the change in the Consumer Price Index for All Urban Consumers) effective January 1st of each year.

Table 3: Hourly Rates

<i>Personnel</i>	<i>Hourly Rate</i>
Principal Owner/President	\$ 300
Principals	275
Vice Presidents	225
Senior Associates	160
Associates	130
Analysts	90
Administrative/Secretarial	70



STAFF REPORT

Meeting Date: January 28, 2014

Agenda Item #8G

Agency: City of Belmont

Staff Contact: Thomas Fil, Finance Department, (650) 595-7435 tfil@belmont.gov

Agenda Title: Resolution of the City Council Approving a Service Agreement with Quint & Thimmig LLP to Perform Services as Bond and Disclosure Counsel

Agenda Action: Resolution

Recommendation

It is recommended that the City Council approve the attached resolution authorizing the City Manager to execute a Service Agreement with Quint & Thimmig LLP to perform services for the City of Belmont as Bond and Disclosure Counsel.

Background

From time to time the City has need of legal services related to bond issuance and disclosure matters that are highly technical and require the services of legal practitioners with specialized expertise.

Analysis

Staff requested proposals from several bonds and disclosure counsel firms detailing their qualifications. After narrowing down the practitioners, a selection team, consisting of the City Attorney, City Treasurer and Finance Director performed interviews and reference checks on the finalists.

Staff requests that the City Council authorize the procurement of such legal services, on an as needed basis, from the law firm of Quint & Thimmig LLP at the rates set forth in Exhibit A to the proposed resolution accompanying this report, and contingent upon the availability of existing funds.

There is a companion report recommending the engagement of Magis Advisors as financial advisor in connection with the same future bond issues.

Alternatives

1. Deny the requested authority.
2. Continue the item for further discussion.

Attachments

- A. Implementing Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed:

Legal services rendered in the process of issuing a bond are a component of what is called “bond issuance cost”. Payment of bond issuance costs are typically contingent upon the issuance of the bonds and are routinely paid from bond proceeds. As a result, they generally will not have a direct financial impact on the City’s fund balance reserves or require the use of revenues earmarked for other services. For other matters, the authorization for procurement of legal services requested is limited to the amount of available funds appropriated within the fiscal year budget for that purpose.

The timing of debt issues is predicated on many factors. As a consequence, the fiscal year budget as originally adopted may need to be amended to reflect a particular bond issuance. If not originally appropriated in the fiscal year budget, staff will request an amendment contemporaneous with the approval of the debt issue to provide appropriation authority for this purpose.

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING A SERVICE AGREEMENT WITH QUINT & THIMMIG LLP TO PERFORM SERVICES AS BOND AND DISCLOSURE COUNSEL

WHEREAS, from time to time the City has need of legal services related to bond and disclosure matters; and,

WHEREAS, the law firm Quint & Thimmig LLP has demonstrated expertise in this field; and,

WHEREAS, legal services rendered in the process of issuing a bond are a component of bond issuance costs and are typically contingent upon the issuance of the bonds, routinely paid from bond proceeds, and generally will not have a direct financial impact on the City's fund balance reserves or require the use of revenues earmarked for other services; and,

WHEREAS, the timing of debt issues is predicated on many factors. As a consequence, the fiscal year budget as originally adopted may need to be amended to reflect a particular bond issuance and provide appropriation authority for this purpose; and,

WHEREAS, for other matters, the authorization granted herein for procurement of legal services is limited to the amount of available funds appropriated within a fiscal year budget for that purpose.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute an agreement purchasing bond and disclosure counsel services from Quint & Thimmig LLP at the rates set forth in Exhibit A. This authorization is limited to the amount of available funds appropriated within a fiscal year budget for that purpose.

* * *

ADOPTED January 28, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

APPENDIX C

FEES

Bond Counsel. In general, our bond counsel fees are based upon factors such as the anticipated amount of the work involved and the size and complexity of the financing. Our fees include all reasonable follow-up work done at the request of the client, so that the client pays only once, at closing of the financing. We typically do not bill by the hour. *Our fees are charged on a strictly contingent basis.* If the financing is not closed, we receive no compensation. Our fee schedules for various types of financings are as follows (although we are willing to negotiate these fees if the circumstances of a particular financing requires adjustment):

- a. **General Obligation Bonds** (subject to minimum fee of \$15,000):
 - 0.5% of the principal issue amount up to \$1,000,000.
 - 0.25% of the principal issue amount between \$1,000,001 and \$6,000,000.
 - 0.10% of the principal issue amount over \$6,000,000.
- b. **Tax Allocation Bonds, Revenue Bonds (including public utilities), Certificates of Participation (including public utilities), and Qualified 501(c)(3) Bonds** (subject to minimum fee of \$25,000):
 - 1% of the principal issue amount up to \$1,000,000.
 - 0.5% of the principal issue amount between \$1,000,001 and \$6,000,000.
 - 0.25% of the principal issue amount between \$6,000,001 and \$21,000,000.
 - 0.125% of the principal issue amount over \$21,000,000.
- c. **Mello-Roos Bonds** (subject to minimum fee of \$25,000):
 - 2% of the principal issue amount up to \$1,000,000.
 - 1% of the principal issue amount between \$1,000,001 and \$5,000,000.
 - 0.5% of the principal issue amount between \$5,000,001 and \$15,000,000.
 - 0.125% of the principal issue amount over \$15,000,000.
- d. **Assessment Bonds** (subject to minimum fee of \$25,000):
 - 2% of the principal issue amount up to \$1,000,000.
 - 1% of the principal issue amount between \$1,000,001 and \$5,000,000.
 - 0.5% of the principal issue amount over \$5,000,000.
- e. **Tax and Revenue Anticipation Notes** (subject to minimum fee of \$5,000):
 - 0.05% of the principal issue amount of the Notes.
- f. **Multifamily Housing Bonds and other Private Activity Bonds, other than Qualified 501(c)(3) Bonds** (subject to minimum fee of \$25,000):
 - 1.5% of the principal issue amount up to \$1,000,000.
 - 0.5% of the principal issue amount between \$1,000,001 and \$6,000,000.
 - 0.25% of the principal issue amount between \$6,000,001 and \$21,000,000.
 - 0.125% of the principal issue amount over \$21,000,000.

In addition, we normally seek reimbursement for actual out-of-pocket expenses incurred by us for shipping, delivery and courier service, official transcript duplication and travel expenses for travel outside of California, if any, *but specifically excluding travel*

expense within the state of California; however, such reimbursable expenses would also be entirely contingent upon the successful closing.

As stated above, we will be available on a continuing basis after closing, *at no additional cost to the City*, to answer questions about the financing; however, special post-closing services (such as litigation, arbitrage administration and annual continuing disclosure report advice) would be provided pursuant to a separate engagement agreement on terms mutually acceptable to the City and us.

Disclosure Counsel. Our disclosure counsel services are ordinarily quoted as a fixed amount, based primarily upon the anticipated amount of disclosure work necessary in connection with the preparation of the official statement for the bond issue. Our disclosure counsel fee is wholly contingent upon the completion of the bond issue. Since the fee for a particular financing will depend on the specifics of the issue, it is difficult to quote fees. However, in general, such fees should range from \$25,000 to \$40,000.



STAFF REPORT

Meeting Date: January 28, 2014

Agenda Item #8H

Agency: City of Belmont
Staff Contact: Thomas Fil, Finance Department, (650) 595-7435 tfil@belmont.gov
Agenda Title: Motion Accepting FY 2015 Budget Calendar
Agenda Action: Motion

Recommendation

Adopt motion implementing FY 2015 Budget Calendar.

Background

As part of the annual budget development process, the City Council adopts a budget calendar establishing dates leading to approval of the budget.

Analysis

The FY 2015 Budget Calendar calls for a series of work sessions ultimately resulting in budget adoption on June 10th. Additional key dates are highlighted in the attached calendar and may be subject to change.

Alternatives

1. Take No Action.

Attachments

- A. Proposed FY 2015 Budget Calendar

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☐ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☐ Posting of Agenda
☐ Other*

City of Belmont

FY 2015 Budget Calendar

Day	Date	Event	Responsibility	✓
Tuesday	1/28/14	Adopt motion approving Budget Calendar	Finance	✓
Tuesday	2/25/14	FY 2014 Mid-Year Review and Adoption	Finance & All Departments	✓
	March-April 2014	<ul style="list-style-type: none"> ▪ Council Priority Workshop ▪ FY 2015 Strategic Planning & Financial Forecast ▪ Priorities and policy considerations 	All Departments & Finance	✓
Monday	3/17/14	<ul style="list-style-type: none"> ▪ Issue budget priorities, detail budget instructions and forms to departments. ▪ Distribute personnel allocations and revenue forms to departments. 	Finance	
Wednesday	4/2/14	Submit personnel allocations, proposed initiatives, departmental operating and capital requests and revenue estimates to Finance.	All Departments	
Monday-Friday	4/14/14-4/18/14	Budget conferences with departments.	City Manager, Finance & All Departments	
Monday	4/21/14	Begin compilation of Budget and preparation of budget message.	City Manager, Finance	
Thursday	5/15/14	Distribute FY 2015 Budget.	Finance	
Tuesday	5/27/14	<ul style="list-style-type: none"> ▪ Introduction of the FY 2015 Budget and department presentations. ▪ Set public hearing on FY 2015 Budget and setting non-Prop. 218 fees and charges – June 10, 2014. 	All Departments	✓
Thursday	5/29/14	Finance Commission meeting to receive report from Budget Sub-Committee and recommend Budget.	Finance	
Monday-Wednesday	6/2/14-6/4/14	Individual Budget Study Sessions with Council members.	City Manager, Finance	
Tuesday	6/10/14	<ul style="list-style-type: none"> ▪ Adopt FY 2015 Budget ▪ Public Hearing - City Council Fire Board ▪ Adopt resolutions implementing FY 2015 Budget 	City Manager, Finance	✓

(✓) Check denotes Council Action



STAFF REPORT

Meeting Date: January 28, 2014
Agenda Item #8I

Agency: Belmont Fire Protection District
Staff Contact: Thomas Fil, Finance Department, (650) 595-7435, tfil@belmont.gov
Agenda Title: Resolution of the Belmont Fire Protection District Board Authorizing a Supplemental Appropriation to the Belmont Fire Protection District's FY 2014 Budget for Payment of CalPERS Legacy Obligations
Agenda Action: Resolution

Recommendation

Recommend approval of a supplemental appropriation for the Belmont Fire Protection District's (District) FY 2014 Budget for payment of CalPERS legacy obligations.

Background

On June 11, 2013, the Board of Directors adopted the FY 2014 Budget, which included the District's contribution to the Belmont-San Carlos Fire Department (Department) for Legacy Obligations. Based on guidance at that time, the Department (and therefore, the District) only included sufficient funding to pay the amortization of the Side Funds in their FY 2014 Budget. CalPERS provided no instructions on the payment of the Risk Pool portion, which was not unusual given CalPERS' past practice in handling other similar situations.

Analysis

Recently, CalPERS invoiced the Department for the FY 2014 Employer contribution for the Safety and Miscellaneous plans in the amount of \$2,687,422 and \$31,561, respectively. This invoice includes both the Amortization of the Side Fund and the Risk Pool portion.

The Department's FY 2014 Budget includes funding in the amount of \$2,113,148. An additional \$605,835 for the Risk Pool portion is needed from the Member Agencies. Based on the funding formula for the Department, an additional contribution is required from the Member Agencies as follows: Belmont Fire Protection District (\$285,348- 47.1%) and the City of San Carlos (\$320,487- 52.9%).

On January 23, 2014, the Department's Fire Commission recommended that the FY 2014 Budget amendment to be sent to the Member Agencies for ratification. Upon ratification by the Member Agencies, the Budget amendment will be formally adopted, the Member Agencies will be requested to fund their respective contributions, and the payment will be made to CalPERS. The CalPERS payment is now due.

Alternatives

1. With direction, refer to staff for further consideration.

Attachments

A. Implementing Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☐ Funding Source Confirmed: There are sufficient reserves available in the Belmont Fire Protection District Fund for this purpose and authorization of this action will direct staff to bring back a supplemental appropriation of \$285,348 as part of the Mid-Year Review in February.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE BELMONT FIRE PROTECTION DISTRICT BOARD AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE BELMONT FIRE PROTECTION DISTRICT'S FY 2014 BUDGET FOR PAYMENT OF CALPERS LEGACY OBLIGATIONS

WHEREAS, pursuant to Section 4.2 of Article IV of the Belmont-San Carlos Fire Department's Joint Powers Agreement, the Fire Commission must obtain the prior consent of the Belmont Fire Protection District and the City of San Carlos on budget amendments before they are formally adopted; and,

WHEREAS, CalPERS invoiced the Belmont-San Carlos Fire Department (Department) for the FY 2014 Employer contribution for the Safety and Miscellaneous plans in the amount of \$2,687,422 and \$31,561, respectively; and,

WHEREAS, the Department's FY 2014 Budget includes funding for the Side Fund portion only and an additional \$605,835 is needed from the Member Agencies for the Risk Pool portion; and,

WHEREAS, the Department's Fire Commission recommended a Supplemental Budget Appropriation and Revision to Revenues for the payment of the FY 2014 CalPERS contribution; and,

WHEREAS, the cost allocation formula stipulates the Belmont Fire Protection District pay \$285,348 (47.1%) and the City of San Carlos \$320,487 (52.9%); and,

WHEREAS, there are sufficient reserves available in the Belmont Fire Protection District for this purpose and authorization of this action will direct staff to bring back a supplemental appropriation and a revision to the revenue budget as part of the Mid-Year Review.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

SECTION 1. The Belmont Fire Protection District ratifies the Belmont-San Carlos Fire Department's FY 2014 Budget Supplemental Appropriation and Revision to Revenues in the amount of \$605,835 for the payment for the FY 2014 CalPERS contribution. The Belmont Fire Protection District's additional contribution is \$285,348.

* * *

ADOPTED January 28, 2014, by the Board of Directors of the Belmont Fire Protection District by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

Board Attorney

COUNCIL COMMITTEE AND INTERGOVERNMENTAL ASSIGNMENTS-2014

Council Committees/Ad Hoc/Liaisons	Delegate/Representative	Alternate	Contact	Meeting Schedule	Packet	Comp.
School 2+2+2 Committee Discuss issues that affect the Elementary School Dist., RWC, and the City	<ul style="list-style-type: none"> Braunstein Stone 	NA	City Manager	As Needed		N/A
Liaison Senior Citizen Advisory Committee	Reed	Stone	Rich Bortoli 595-7444	Odd Months 4 th Tuesday, 3:00 P.M.		N/A
Notre Dame de Namur University Advisory Board	Wozniak	Braunstein	City Manager	As needed		N/A
Audit Subcommittee	<ul style="list-style-type: none"> Vice Mayor Reed City Treasurer Violet 	NA	Finance Director	Quarterly		N/A
Four Corners Ad Hoc Committee Addressing traffic/circulation at Alameda/San Carlos Ave. near Carlmont High	<ul style="list-style-type: none"> Braunstein Stone 	N/A	City Manager	As needed		N/A
New Website Design Ad Hoc Committee Input on new City website	<ul style="list-style-type: none"> Wozniak Lieberman 	N/A	Bill Mitchell	As needed		N/A
Liaison to Belmont Chamber of Commerce	Reed	Stone	Mary Morrissey-Parden	3 rd Thurs, noon, Motel 6		

Joint Powers Authorities/Intergovernmental Agencies

City/County Association of Governments Boards (C/CAG) Congestion Management Agency	Braunstein	Stone	Sandy Wong 599-1420	Monthly 2nd Thursday, 7:00 P.M.	Yes	N/A
Silicon Valley Clean Water Agency (formerly known as SBSA) JPA for Waste Treatment	Lieberman	Reed	Dan Child 591-7121	Monthly 3rd Thursday, 8:00 A.M.	Yes	\$100 a meeting
Belmont-SC Fire Dept JPA	<ul style="list-style-type: none"> Lieberman Wozniak 	Stone	City Manager 595-7410	As Needed	Yes	N/A
San Mateo County Pre-Hospital Emergency Services JPA	Lieberman	Stone	City Manager 595-7410	Quarterly		N/A
Peninsula Traffic Congestion Relief Alliance Traffic issues	Wozniak	(None)	Alejandra de Trinidad 588-8170	Bi-Monthly (even months) 3 rd Thursday, 8:00 A.M.		N/A

N:\Department Folders\City Clerk\COUNCIL\Council Assignments\14 ASNMTS list.doc

* Note: all one year terms (Dec-Dec), except Mosquito Abatement, as noted.

ABAG General Assembly Representative Regional planning agency for land use, housing, environmental quality, and economic development	Mayor	Vice Mayor	Ezra Rapport, Dir. 510-464-7900	April, November General Assembly Meetings		N/A
Peninsula Division, League of CA Cities State and local legislative issues (All Councilmembers invited)	Mayor	Vice Mayor	League of California Cities	Quarterly dinner meetings		N/A
San Mateo County Mosquito and Vector Control District Independent Special District, keeps database on mosquito sources	Citizen Representative: Donelle O'Connor (650) 591-6452 Term expires 12/14	N/A	Robert Gay 344-8592	Monthly 2nd Tuesday, 7:30 P.M.		\$100 a meeting
San Mateo County Library JPA Policy direction, oversee budget, services & library programs	Stone	Wozniak	Ann-Marie Despaine, Library Director	Quarterly plus one Monday, 8:00 A.M.	Yes	N/A
SFO Roundtable Issues include Noise, Runway Configurations	<i>(None)</i>	<i>(None)</i>	Dave Carbone, Coordinator 821- 3571	1st Wednesday of Month 6 x yr 7:00 P.M.	Yes	N/A
San Mateo Emergency Service Council Disaster Preparedness	Braunstein	Stone	Lt. Mark Robins, 599-1295 Or Kathy Pape, 363-4790	Quarterly 3rd Thursday, 5:30 P.M., Courthouse	Yes	N/A
San Mateo County Council of Cities/City Selection Committee Guest Speakers, current issues (All Councilmembers invited)	Mayor	Vice Mayor	Rebecca Romero 363-1802	Monthly-Dinner meeting 4th Friday, 6:00 P.M.		N/A
Regional Housing Needs Policy Committee	Reed	Stone	Carlos de Melo, 595-7440 Nancy Blair, C/CAG	As Needed		N/A
Housing and Regional Trust (HEART) Member Agency Committee	Reed	Stone	Mark Moulton, HEART Exec Director, 872-4444	2-3 annually, 3 rd Wed, 3:00 p.m.		N/A
Grand Boulevard	Representative: Rotating		City Manager 595-7408	2-3 times annually		N/A
High Speed Rail Consortium	Stone	Reed		Quarterly, Fridays 8:15 a.m.		N/A

Cal Mod (Caltrain Modernization)	Stone	Reed		Last Thurs of Month 6-8 pm		N/A
Oversight Board for former Redevelopment Agency (Fire Board Appointment)	Lieberman	NA	Jennifer Walker, Mgt. Analyst (650) 595-7453	Monthly, 1:30 p.m., 2 nd Thursdays		N/A
SBWMA (South Bay Waste Management Authority – “Rethink Waste”)	Stone	Wozniak	Cindi Urman, Rethink Waste (650)802-3510	Monthly, 2:00 p.m., 4 th Thurs, San Carlos		

THESE APPOINTMENTS ARE MADE BY THE CITIES SELECTION COMMITTEE:

Association of Bay Area Governments Regional planning agency for land use, housing, environmental quality, and economic development	Local Agency Formation Commission (LAFCO) Authority over all reorganizations & boundary changes within County	Bay Area Air Quality Management District Works to reduce air contaminants within the District
Metropolitan Transportation Commission (MTC) Reviews applications for state & federal transportation funds, maintains regional transportation plan for Bay Area	California Identification System (Cal-ID) Determine the placement of Random Access Network equipment within the County	Peninsula Corridor Joint Powers Board (Caltrain) Set policy for operation of Peninsula Commute Service
Community Development Committee Reviews the needs & priorities for Community Development Block Grant funds received by the County	Supplemental Law Enforcement Oversight Committee Review Supplemental Law Enforcement Service Fund expenditures	Domestic Violence Council Evaluate efforts to reduce domestic violence, raise public awareness and collect statistics
San Mateo County Transit District (Samtrans) Set District Policies	San Mateo County Transportation Authority (SAMTAC) Implement Measure A	HEART (Housing Endowment and Regional Trust) Board

THESE APPOINTMENTS ARE MADE THROUGH C/CAG:

2020 Peninsula Gateway Corridor <ul style="list-style-type: none"> ▪ Technical Advisory Committee ▪ Policy Advisory Committee 	Airport Land Use Committee (ALUC)	Bicycle and Pedestrian Advisory Committee (BPAC)
Congestion Management Program and Environmental Quality Committee (CMEQ) addresses environmental issues	Congestion Management Program Technical Advisory Committee (TAC)	Legislative Committee
National Pollutant Discharge Elimination Technical Advisory Committee (NPDES)	Integrated Waste management (SWAC)	Utilities Sustainability Task Force (USTF)